



**6th Judicial Administrative District
Flint, Griffin and Towaliga Judicial Circuits**

**Job Announcement
Alternative Dispute Resolution Program Assistant**

Salary: \$25,000

Primary Location: GA-Henry-McDonough

Number of Openings: 1

Applications accepted: Thru September 5, 2018 (PLEASE NOTE:

This posting may close at any time prior to the posted close date, once a suitable applicant pool is identified.)

Benefits: Generous benefits package that includes an employee retirement plan, deferred compensation, 12 annual paid holidays as well as vacation days and sick leave. Flexible benefits include selection options for health/medical insurance, life insurance, dental insurance, vision insurance, and long-term health care.

Minimum Requirements: High school diploma or GED and two years of general office or administrative experience, which would have enabled the applicant to acquire the necessary knowledge, skills and abilities for this position.

Preferred Requirements: Knowledge of and experience with the Georgia State ADR Rules and Guidelines and knowledge of the judicial system is strongly preferred.

This individual must have the following characteristics/qualities:

- Attention to detail
- Ability to multi-task
- High level of professionalism
- Organized
- Quick learner
- Customer service oriented

Essential Functions: [The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.]

Under the general direction of the ADR Program Director, the ADR Program Assistant provides administrative support to the Sixth Judicial District Alternative Dispute Resolution Program. Duties include but are not limited to answering telephones, taking messages and making appointments, greeting visitors, maintaining office files, intake and scheduling of cases, generating notices and reports, maintaining office inventory, assisting with workshops, and other administrative duties of a routine nature in support of the ADR Program and ADR Program Director.

Work Schedule: Employee works regular business hours but will be required to work alternate schedules as needed.

Submit resume and letter of interest to the ADR Program Director at mail@adr6th.org or by facsimile to (770)228-6387 by close of business on September 5, 2018.