

Job Posting: Atlantic Judicial Circuit Alternative Dispute Resolution Program Director

Job Location: Liberty County Justice Center, Hinesville, GA

Reports to: Joint Board of Trustees of the AJC Fund for the Administration of the ADR Program and the AJC Superior Court Judges

Term: Renewable each year based on performance

Compensation: \$23 - \$25 per hour commensurate with experience – Independent Contractor

OPEN UNTIL FILLED: To ensure consideration, please submit all requested documents by **February 15, 2017**

General Responsibilities

The AJC ADR Program provides court connected mediation services to the six (6) counties (Liberty, Long, Bryan, McIntosh, Tattnall, Evans) located within the Atlantic Judicial Circuit. The ADR Program Director is responsible for the growth and day-to-day management and operation of the program, to include budget management, case screening and tracking, statistical analysis, program development and supervision of program approved mediators and staff. The position requires excellent communication, leadership and organization skills.

Job Qualifications

Required:

- Bachelor's degree in criminal justice, public administration, business administration, or other related field
- Strong organizational, administrative, interpersonal and computer skills
- Proficiency in Quicken or Quickbooks
- Ability to work independently with little supervision
- Ability to travel to courts throughout the circuit as needed

Preferred:

- Mediation certification with the Georgia Office of Dispute Resolution
- Experience with court process and procedures

Application Procedures

To apply, submit a cover letter, resume, full salary history and contact information for three (3) professional references to:

District Court Administrator
P. O. Box 2038
Richmond Hill, GA 31324
ADR@1jad.org

UPON ACCEPTANCE: Background check, drug test and bond required