

7th Judicial Administrative District

Job Announcement Alternative Dispute Resolution Program Coordinator

Salary Range: \$30,000 – 40,000

Applications accepted: thru January 27, 2017

General Information: Seven-county program with offices in Cartersville. Applicants will be employed at a salary, within the above range, commensurate with their education and experience.

Benefits: This is a state paid position and comes with an employee retirement plan, annual paid holidays as well as vacation days and sick leave. Flexible benefits include selection options for life, dental and vision insurance and long-term health care.

Minimum Requirements: Bachelor's degree in Public Administration, Criminal Justice, Social or Human Services, Court Management or a related field and work experience managing a court program, or providing management in a court system or legal field preferred. Knowledge of and experience with the Georgia state ADR rules and guidelines is strongly preferred.

Preferred Requirements: Must be a highly motivated self-starter and work well with the public.

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 District Court Administrator, the Coordinator will administer and manage all aspects of the 7th District ADR Program. The Coordinator is expected to function under a high degree of independence and accountability in ensuring the accuracy and follow through of the program requirements. Assists to maintain overall responsibility for the program's operational functions, and program adherence to and compliance with established local and state standards and guidelines governing alternative dispute resolution. Helps to recruit, train and coordinate a network of mediators to provide services. Helps to develop forms, brochures and reports for the dissemination of ADR program information.

Work Schedule: Employee may be required to work regularly on various shifts as deemed necessary. Some travel may be required.

Submit resume and letter of interest to the District Court Administrator's Office, 7th Judicial District, jovercash@7jad.com by close of business on January 27, 2017.