

JUDICIAL QUALIFICATIONS COMMISSION

Director Position Available

The Georgia Judicial Qualifications Commission is accepting applications for the position of Director.

The applicant must be a member of the State Bar of Georgia with a minimum of ten (10) years' experience, preferably as an active trial lawyer in both civil and criminal matters, have strong administrative and interpersonal skills, and be capable of dealing professionally with the bench, bar, legislature, public and press. This individual will work closely with and under the direction of the Investigative Panel. The primary duties of this position involve, but are not limited to:

- Counseling judges on compliance with the Code of Judicial Conduct;
- Receiving, reviewing, and investigating complaints of judicial misconduct;
- Supervising the staff and investigator throughout investigations;
- Preparing for, coordinating, and attending monthly meetings of the Investigative Panel;
- Preparing and filing of Formal Charges brought against judges by the Investigative Panel, and prosecuting those Formal Charges before the Hearing Panel and in the Supreme Court of Georgia;
- Negotiating resolutions on complaints of judicial misconduct and drafting disciplinary agreements when necessary;
- Carrying out and coordinating the imposition of discipline of judges found to have violated the Code of Judicial Conduct;
- Drafting pleadings for transmission to the Georgia Supreme Court relating to disciplinary matters;
- Coordinating with other state entities including the Governor's Office, the State Bar of Georgia, the Judicial Nominating Commission, and Institute for Continuing Judicial Education (ICJE);
- Drafting Formal Advisory Opinions for consideration by the Investigative Panel and the Hearing Panel;
- Handling all forms of communication between the Commission and the public, the media, the courts, and other state and national judicial conduct organizations;
- Preparing, monitoring and presenting the budget for the Commission;
- Conferring with and assisting the Administrative Office of the Courts, the Judicial Council, and the General Assembly, with its various committees, concerning budgetary and other administrative matters;
- Educating the judiciary, including speaking on judicial ethics at judicial conferences, ICJE seminars, and other judicial functions;
- Monitoring and overseeing ethical complaints against Judicial candidates during elections, as required by the JQC Rules;
- Managing the Commission's website;
- Managing the office, equipment, operations, and accounts payable, of the Commission; and
- Supervising all staff employees of the Investigative Panel, as well as any independent contractors hired by the Investigative Panel.

Salary is based on prior experience and state benefits are available.

Please submit a resume for consideration by 5:00 pm on **February 10, 2023**. Your resume should be emailed to: Kristen Bertsch, Executive Administrator, Judicial Qualifications Commission, kbertsch@gajqc.gov.