

# Superior Court of the State of Georgia Cobb Judicial Circuit

JUDGE MARY STALEY CLARK  
 JUDGE ROBERT E. FLOURNOY III  
 JUDGE C. LATAIN KELL  
 JUDGE ROBERT D. LEONARD II  
 CHIEF JUDGE  
 JUDGE A. GREGORY POOLE  
 JUDGE ANN B. HARRIS  
 JUDGE KIMBERLY A. CHILDS  
 JUDGE KELLIE STEVENS HILL  
 JUDGE ANGELA Z. BROWN  
 JUDGE JASON D. MARBUTT



JUDGE MICHAEL STODDARD  
 JUDGE G. GRANT BRANTLEY  
 JUDGE GEORGE H. KREEGER  
 JUDGE JAMES G. BODIFORD  
 JUDGE ADELE P. GRUBBS  
 JUDGE S. LARK INGRAM  
 JUDGE J. STEPHEN SCHUSTER  
 SENIOR JUDGES

CHRISTOPHER HANSARD  
 COURT ADMINISTRATOR  
 70 HAYNES STREET  
 MARIETTA, GA 30090  
 (770) 528-1802

<b>Title</b>	<b>Alternative Dispute Resolution Director</b>
<b>Position Information</b>	The Alternative Dispute Resolution Director position is located within Superior Court Administration and will be physically located in Building C of the Cobb County Government complex. The position is directly responsible for the Superior Court's Alternative Dispute Resolution office and other related programs and reports directly to the Superior Court Administrator. The starting rate of pay will not exceed \$81,000.
<b>Classification</b>	Court Support Manager
<b>Classification Specification Code</b>	6050
<b>Grade Code</b>	23
<b>Salary Minimum Amount</b>	\$60,013.19
<b>Salary Maximum Amount</b>	\$96,020.70
<b>FLSA Status</b>	Exempt
<b>Purpose</b>	The purpose of this classification is to manage the staff and operations of court support units and programs for an assigned judicial office.
<b>Essention Functions</b>	The Alternative Dispute Resolution Director position supervises, directs, and evaluates assigned staff: makes hiring and termination decisions/recommendations; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; acts as a liaison between employees and management; coordinates training and development programs for assigned staff; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules case assignments and work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; and consults with assigned staff to assist with complex/problem situations and provide technical expertise.

Recommends, develops, implements, and interprets policies and procedures for assigned work unit or division: implements changes due to amendments/modifications in the law or court policy; works with other agencies to develop interdepartmental policies and procedures; and ensures compliance by division staff.

Serves as an advisor to court officials and department heads on matters involving court operations, program evaluation, and administration of court services: provides information to the general public, attorneys, and court staff regarding departmental guidelines; serves as a liaison to other agencies; responds to media and public inquiries and concerns; and manages Open Records Act requests.

Develops, implements, and monitors special court programs: receives and reviews court referrals to programs; oversees, assigns, and/or performs case management duties; provides statistical information, reports and dispositions as required; and prepares and maintains program files, documentation and correspondence.

Participates in development and administration of budget for assigned area; makes projections and recommendations; monitors expenditures to ensure compliance with approved budget; and may draft, review, process, and/or signs bonds.

Manages department technology systems: participates in the implementation of automated systems for assigned area; adapts and tests software; creates new and updates existing documentation; establishes operating procedures; administers security systems; establishes related training for staff; and manages and maintains court website according area of assignment.

Conducts technological needs assessments: evaluates technology and work processes to determine current and future requirements; investigates solutions to address technology/system issues; and makes recommendations regarding technology upgrades and purchases

Performs other related duties as assigned.

**Preferred  
Qualifications**

Juris Doctorate; Registered Georgia mediator; experience with the alternative dispute resolution in Georgia; experience working in a Georgia Superior Court; or experience as a paralegal.

**Minimum  
Qualifications**

Bachelor's Degree in Business or Public Administration, or related field required; supplemented by five years of progressively responsible experience coordinating court services and programs to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Data Utilization**

Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction**

Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

**Equipment,  
Machinery, Tools and  
Materials Utilization**

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude**

Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

<b>Mathematical Aptitude</b>	Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
<b>Functional Reasoning</b>	Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
<b>Situational Reasoning</b>	Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.
<b>Physical Abilities</b>	Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.
<b>Sensory Requirements</b>	Some tasks require the ability to communicate orally.
<b>Environmental Factors</b>	Essential functions are regularly performed without exposure to adverse environmental conditions.
<b>EEO Statement</b>	Cobb County is an equal opportunity employer. Cobb County Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
<b>Employment Center Information</b>	Cobb County Government is a smoke free environment for all employees. Cobb County Government is a Drug Free Workplace. All employees are subject to reasonable suspicion and post-accident testing.