

FULTON COUNTY DISTRICT ATTORNEY'S OFFICE

JOB DUTIES DESCRIPTION

COURT WATCH PROGRAM COORDINATOR



The Court Watch Program - a program designed to engage citizens in the criminal justice system through basic legal training and observation of court proceedings.

The Court Watch Coordinator directs and coordinates the Citizens Court Watch Program.

The Court Watch Coordinator also responsible for coordinating trainings in each community, providing a weekly digest to community members for upcoming cases of interest to the community and arranging routine visits to the courthouse for community members to observe said cases. Responsible for attending community meetings to provide notice of upcoming cases and training sessions.

Essential Duties:

- Responsible for collecting information from cases of interest to communities from the 6 police zones in Atlanta as well as North and South Fulton County
- Sending out notices to the community regarding upcoming cases of interest
- Conducting quantitative analyses and interpreting the effects that the Court Watch program and those dispositions of criminal cases.
- Routinely hosting court dates for community residents as well as conducting tours of the courthouse to the community members.
- Attend community meetings to announce upcoming cases of interest as well as dispositions.
- Coordination and organizing the annual Court Watch training program which provides information on the Fulton County Court system as well as the criminal justice system.
- Assist the Community Prosecution Unit with special projects designed to benefit their respective communities.
- Act as a liaison between the community and the criminal justice system.
- Create initiatives designed to improve the effectiveness of the program.
- Perform administrative tasks to support the Community Prosecutors.

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Essential Skills

- Ability to adjust priorities and manage time wisely in a fast-paced environment;
- Ability to maintain records and documentation pertaining to work;
- Ability to communicate in a clear, concise, understandable manner, and listen attentively to others;
- Ability to provide outstanding customer service;
- Strong interpersonal, communication and organizational skills;

Qualifications:

- Associates Degree in paralegal studies or a related field required; supplemented by two years of legal support experience or any equivalent combination of education, training, and experience which provides the requisite knowledge and skills and abilities for this job (*Bachelor's degree in criminal justice or a related field; or paralegal training from an accredited paralegal school preferred*)
- One (1) year experience working in a legal field, a law firm, or a law department or three (3) years administrative office support experience (*one (1) year lead experience is preferred*); or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above; or an equivalent combination of education and experience to sufficiently perform the essential duties of the job as listed above.
- Experience organizing and working with various community groups and crime related groups.
- Extensive knowledge of Fulton County communities.

Salary: \$36,669.00 - \$55,003.00

How to Apply: Please email your resume and cover letter to:

da.employment@fultoncountyga.gov

Fulton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer

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