



State Bar of Georgia

Job Announcement

(Updated: 03/2026)

Title: ICLE Administrator
Department: Institute of Continuing Legal Education (ICLE)
Location: Atlanta
Supervisor: ICLE Assistant Director of Operations
Classification: Full-Time / Non-Exempt

Statement of Purpose:

The Institute of Continuing Legal Education of the State Bar of Georgia is committed to producing high-quality educational seminars that satisfy the annual continuing legal education requirements (CLE) for attorneys in the state of Georgia. The primary focus of this position is to provide administrative support to assist in ensuring excellent service to everyone who contacts ICLE.

Duties:

- Responsible for responding to attorney questions by phone and by email. Resolves issues of varying complexity related to continuing legal education programs.
- Direct attorney questions to the appropriate State Bar department.
- Assists customers with the program registration process, inclusive of processing credit card payments, administering discounts and processing refunds.
- Processes lockbox payments and investigates miscellaneous correspondence received therefrom.
- Maintains "Daily Registration Count" report.
- Creates and maintains monthly program data reports.
- Reports CLE credits to Georgia's regulatory agency.
- Assists program staff in prepping program materials.
- Assists with day-of program logistics (i.e., catering, registration).
- Complete quality control video reviews for the production of on-demand programs.
- Collaborate with several departments within the company.
- Distributes department mail and investigates and resolves returned mail.
- The position requires physical labor, to include lifting or standing for extended periods of time, as well as the ability to work early mornings, weekends and evenings, as needed.
- Supports ICLE assistant director of operations in other duties as assigned.

Essential Skills:

- Excellent customer service skills evidenced by the ability to display understanding, patience and tact in dealing with challenging situations.
- Self-motivated with the ability to handle multiple tasks in a timely and efficient manner, either working independently or with a team.
- Good knowledge and understanding of modern technology.
- Must be a highly motivated self-starter with superior organization, communication and time management skills.
- Must be comfortable executing multiple tasks simultaneously in a fast-paced, team environment.

- Comply with State Bar policies.
- Employee is subject to in-person and remote supervision and will be expected to perform their job duties in the State Bar office or from an approved remote location, unless supporting a meeting or event that takes place away from the office.

Tools, Equipment:

- Skills in Microsoft Office products, specifically in Word and Excel, are required for this position.
- Previous knowledge or experience with other databases and on-line learning management systems is desired.

Education, Training and Experience:

- Four-year degree in Business, in a related field or comparable experience.
- 3-5 years of general administrative experience required.
- Strong computer skills and some knowledge of accounting functions preferred.

How to Apply:

- Send an email with your resume attached to HR@gabar.org
- Deadline for applications: April 17, 2026
- Please type “**ICLE Admin**” as the subject line of the email.
- Please include a cover letter explaining your interest in the position, a summary of your work experience, at least three references and your contact information.

About the State Bar of Georgia: *The State Bar of Georgia, with offices in Atlanta, Savannah, and Tifton, was established in 1964 by Georgia’s Supreme Court as the successor to the voluntary Georgia Bar Association, founded in 1884. All lawyers licensed to practice in Georgia belong to the State Bar. Its more than 56,000 members work together to strengthen the constitutional promise of justice for all, promote principles of duty and public service among Georgia’s lawyers, and administer a strict code of legal ethics.*