

## OPEN POSITION NOTICE

Office of Legislative Counsel  
General Assembly of Georgia

Position: Attorney  
Location: 316 State Capitol, Atlanta GA  
Job Openings: 1  
Type: Full-time with benefits (health insurance, retirement, etc.)  
Salary: Dependent upon qualifications and experience  
Application Deadline: September 2, 2017  
Expected Starting Date: October 2, 2017

### **Duties and Responsibilities**

Primary responsibilities include drafting legislation upon request of members of the Georgia General Assembly, providing legal counsel to legislators and legislative committees, and preparing legal opinions on constitutionality and statutory interpretation. Legal services are provided on a confidential, nonpartisan, and impartial basis to all legislators in their official capacities. Attorneys are assigned also to serve specific committees of the House of Representatives and Senate based upon subject matter, but all attorneys must be prepared to serve as generalists when needed. Attorneys frequently work not only with legislators but also with other state and local government officials in the course of their duties.

Extended hours required when General Assembly is in session (January through approximately mid-April); typically 40 hours per week in the interim between legislative sessions (mid-April through December).

All attorneys report directly to the Legislative Counsel.

### **Minimum Qualifications**

Experienced attorney, member of State Bar of Georgia in good standing, and J.D. degree from ABA-accredited law school. Excellent legal drafting and communication skills. Familiarity with word-processing and other office software applications.

Must be mature individual capable of working both independently and within a collegial team environment. Interpersonal and time-management skills are essential. Must be able to work calmly and steadily in a frequently fast-paced environment.

### **Additional Information**

Please note that the Office is prohibited from "employing persons related to members of the General Assembly or Executive or Judicial Officials, or persons actively identified with a political faction." Any offer will be conditioned upon satisfactory results from a criminal history check. See the Office of Legislative Counsel web page (linked below under the "How to Apply" section of this notice) for further information about the Office.

### **How to Apply**

Qualified and interested applicants should fill in the interactive Application for Employment (Attorney) form from the Office web page at <http://www.legis.ga.gov/Joint/en-US/LegCounsel.aspx> and print, sign, scan, and submit the completed application by attachment to an email addressed to [LegCounsel@legis.ga.gov](mailto:LegCounsel@legis.ga.gov) only. A cover letter and any other documents required by the application form also should be attached to the email. Specify "Attorney application" in the summary line of the email.

Applications which are incomplete, unsigned, or submitted by means other than that specified here may not be considered.

All complete, signed, and properly submitted applications evidencing satisfaction of minimum qualifications will be considered, but not all applicants may necessarily receive an interview. Due to the volume of applications received, we are unable to provide information on the status of each application. Applicants who are not selected for interviews will not receive notification.