



Senior Attorney

(Legal Services)

OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 32 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Unit: Legal Services

Hiring Salary:

Salary Commensurate with Experience

Location: Atlanta, GA

Opens: July 30, 2025

Closes: August 29, 2025

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

hr-email@spo.ga.gov

TO APPLY:

Email **resume** in Microsoft Word or PDF format to: hr-email@spo.ga.gov with the following in the subject line of your email:

Senior Attorney



Our goal is to be a diverse workforce that is representative of the citizens we serve. GBA does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GBA is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

Position Overview

Position Description: Under supervision of the Director of Legal Services, the Senior Attorney serves as the back-up to the Director in providing legal advice related to agency activities for the integrated agencies of the State Property Officer. The Senior Attorney also performs other job-related duties as assigned.

Minimum Qualifications: Juris Doctorate from an accredited college or university **AND** license to practice law in the State of Georgia; **OR** Eligibility to sit for the next Georgia Bar examination; **OR** Reciprocity **AND** two (2) years of relevant legal experience; **OR** Two (2) years of experience required at the lower level Attorney 2 (LEP021)

Must meet agency requirements to become an authorized driver

Preferred Qualifications: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Licensed to practice law and a member in good standing with the State Bar of Georgia
- Two (2) years of experience practicing law
- Experience in public law, public procurement, contract law, employment law, construction law or real estate law
- Real estate salesperson license
- Experience with the legislative process

Competencies: Ability to communicate clearly and concisely, orally and in writing; Ability to analyze and prepare a wide variety of legal contracts and documents; Ability to conduct research on legal issues and prepare sound legal advice on a broad range of issues facing a government agency; Experience handling litigation; Extensive knowledge of legal principles and procedures; Knowledge of state, federal, and local laws; Possess the ability to work effectively with a wide range of constituencies in a diverse organization; Must be able to work independently with minimal supervision and administrative support; Experience working with Microsoft Office Suite.

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The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected to interview.

Please visit our website at www.gba.ga.gov for additional GBA career opportunities.