

Attorney (Associate Counsel)

(Legal)

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 36 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. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information
Job Type: Full Time
Number of Vacancies: 1
Pay Grade: SWD 18
Hiring Range: \$65,000.00 - \$70,000.00
Location: Atlanta, GA
Opens: December 1, 2014
Closes: December 15, 2014
(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5664 or e-mail
hr-email@spo.ga.gov

GBA will attempt to meet reasonable accommodation request whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

[Attorney \(Associate Counsel\)](#)



Website: www.gba.ga.gov

Position Overview

Duties:

Under close supervision of the Director of Legal Services, serves as the back-up to the Director in providing legal advice as it relates to contracts, including professional service agreements, and all other applicable legal issues for the integrated agencies of the State Property Officer.

Minimum Qualifications (Agency Specific):

- Member of the State Bar of Georgia and a minimum of four (4) years of practical experience, preferably in public law
- Proficient in conducting legal research on Westlaw or Lexis Nexis
- Some experience in real estate law

Preferred Qualifications (Agency Specific):

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

- Real estate sales license desired but not required
- Experience in public procurement, contract law, and employment law
- Experience with the legislative process
- Experience with Time Matters

Agency Specific 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, including administrative law, public procurement, construction, real estate, personnel and contract law; experience handling litigation and matters pertaining to the functions and responsibilities of a governmental agency; extensive knowledge of legal principles and procedures; knowledge of state, federal, and local laws, and contract documents; 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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If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.