



Attorney

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

Unit: Legal

Hiring Salary Range:

Starting Salary Commensurate with Experience

Location: Atlanta, GA

Opens: November 13, 2018

Closes: Open until Filled
This position is subject to close at any time once a satisfactory applicant pool has been identified.

To 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 requests 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



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.

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.

Minimum Qualifications (Agency Specific): Juris Doctorate from an accredited college or university; Member of the State Bar of Georgia; Two (2) years of legal experience; Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

Preferred Qualifications (Agency Specific): Preference will be given to applicants who in addition to meeting the minimum qualifications possess the following:

- Experience in public law, public procurement, contract law, employment law or real estate law
- Real estate sales license
- Experience with the legislative process
- Experience with Time Matters
- Experience in conducting legal research on Westlaw or Lexis Nexis

Working Conditions: The work is usually performed in an office environment. Travel may be required.

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.

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GBA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

