

**PLEASE POST FOR ALL APPLICANTS TO READ
MACON-BIBB COUNTY**

POST DATES: 06.24.2015 to 07.03.2015

CLASSIFICATION TITLE: Staff Attorney

WORK WEEK: MON-FRI

JOB CLASS (GRADE):

Min. Salary: \$45,572.80

DIVISION: Superior Court Judges

WORK HOURS: 8:00 A.M. – 5:00 P.M.

DEPARTMENT: Superior Court

DEPT. HEAD: Judge Howard Sims

(X) REPLACEMENT () NEW REQUIREMENT

Job Summary:

The Staff Attorney is responsible for conducting legal research and support for the Judge of Superior Court.

Qualifications Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities:

The following duties are representative of the work required for this job. There are not to be construed as exclusive and all-inclusive. Other duties may be required and assigned.

- Research and analyze complex legal issues.
- Draft portions of legal opinions based on research.
- Review Documents
- Verify cited legal authority
- Draft legal documents including trial brief, memoranda and others.
- Keep abreast of changes in the law.
- Review complaints, petitions, motions, or pleadings.

Knowledge, Skills, and Abilities:

The Staff Attorney must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of relevant processes related to the Superior Court.
- Skill in the preparation and processing of legal documents.
- Knowledge of modern office practices and procedures.
- Knowledge of English grammar and spelling.
- Knowledge of personal computers and basic office programs.

- Ability to make priority decisions in accordance with established rules, regulations, and Departmental policies.
- Ability to establish and monitor the maintenance of complex recordkeeping systems and to prepare reports from these records.
- Ability to use discretion in handling sensitive materials and other confidential information.
- Ability to maintain effective working relationship with fellow employees and with members of the general public.

Minimum Education, Training and/or Experience to Perform Essential Job Functions:

The Staff Attorney should possess, at minimum, a juris doctorate and prior legal experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

Necessary Special Requirements:

- Possession of a valid Georgia Motor Vehicle Operator's License.

Supervisory Control and Responsibilities:

None.

Travel:

The Staff Attorney is required to travel minimally but may be required to do so on occasion.

Language Skills:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

Mathematics Skills:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

Communication Skills:

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, the position requires extensive contact with other employees and the general public often involving problem-solving circumstances.

Reasoning Ability:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

Physical Demands:

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight object.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER