

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CENTRAL SERVICES STAFF ATTORNEY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Central Services Department with procurement documentation, contract drafting, policy and procedure development, risk management, and other procurement and legal matters as needed. Incumbent receives general supervision from the Director of Central Services; however, much independent decision making is expected.

ESSENTIAL FUNCTIONS

Serve as legal advisor for Central Services Department. Drafts documents for procurement purposes, drafts contracts, drafts procurement related policies and procedures, reviews risk management claims.

Render written and verbal legal opinions.

Conducts legal research; prepares resolutions, ordinances, and other rules and regulations.

Reviews, prepares, and amends contracts; prepares deeds.

ADDITIONAL FUNCTIONS

Attend various meetings as required.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Juris Doctorate; supplemented by five (5) years previous experience as a legal counsel with at least two (2) years experience in municipal and/or local government law; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain membership in good standing in the State Bar of Georgia.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard, or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.