

CLASSIFICATION TITLE: Staff Attorney

PURPOSE OF CLASSIFICATION: This is a highly responsible professional work in assisting the Chief Staff Attorney with legal matters. Work involves assisting in representation of the County Commission, County departments and employees in legal matters. Receives general supervision from Chief Staff Attorney and County Commission; however, much independent decision making is expected.

ESSENTIAL FUNCTIONS: Serves as counsel in representing the legal interests of the County for assigned departments in accordance with state laws and rules of professional conduct; provides legal advice to the Clayton County Board of Commissioners, its department heads and other county officials in various matters, as well as rendering written and verbal legal opinions as requested or assigned; attends meetings; assesses nature of the legal issues presented; researches internal regulations, policies and procedures or relevant state and federal law; advises clients of legal solutions and execution of appropriate steps and implementation; develops strategies and solutions to ensure compliance; and provides information regarding updated laws and regulations as needed.

Represents assigned departments in litigation; prepares and responds to interrogatories, requests for production of documents, requests for admissions and other discovery requests; prepares appropriate motions and other necessary pleadings; takes and defend depositions; meets with clients and other witnesses; conducts legal research; determines case strategy; attends meditations, trials, and hearings; argues client's position; makes and responds to legal arguments; presents and examines witnesses; introduces and/or objects to evidence; issues subpoenas; prepares and responds to appellate briefs; and communicates with clients, opposing counsel, and adverse parties; maintains related documentation and files.

Represents the county in code enforcement matters as well as represent assigned departments in personnel matters and employment matters before the Civil Service Board and other federal and state agencies; conducts research; interviews clients; and represents County's interests.

Represents County Tax Assessor in tax appeals; responds to the Notice of Appeal; prepares and responds to interrogatories, requests for admission and requests for production of documents; attends meditations, arbitration and hearings; prepares for and attends trial; meets with client and expert witnesses; and reviews and analyzes data submitted by client and taxpayer.

Develops and reviews legislation; reviews, drafts, and interprets laws, resolutions, ordinances and other rules and regulations; reviews and interprets pending and new legislation; analyzes impact on County policies and services; and provides advice and direction to County officials and departments regarding the same.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new procedures, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in training and continuing education activities; and attends and conducts meetings, workshops and seminars as appropriate.

Performs other related duties as required. The Staff Attorney reports to the Chief Staff Attorney.

Task require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing an/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues signals. Some tasks require the ability to communicate orally.

MINIMUM QUALIFICATIONS: Law degree from a state approved college or university. Applicants should have been admitted to the State Bar of Georgia for a minimum of five (5) years and shall have experience in municipal and/or local government law. Must possess and maintain a valid Georgia driver's license. Will be required to work Monday - Friday to include after-hours meetings.

SELECTION PROCEDURE: Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

TO APPLY: Applications may be submitted on-line at our County Website until the position is filled.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the American 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.