State Bar of Georgia

JOB ANNOUNCEMENT

Title:	Deputy General Counsel (DGC) – Bar Counsel Division
Department:	Office of the General Counsel (OGC)
Reports to:	General Counsel
Location:	Atlanta, Georgia
Classification:	Full-Time / Exempt

STATEMENT OF PURPOSE

The primary purposes of this position are to represent the State Bar of Georgia in claims asserted against the organization, manage the Bar Counsel Division of the Office of the General Counsel, oversee the receivership process, serve as staff counsel to the Clients' Security Fund and provide legal advice to the State Bar of Georgia, including its managers, leadership, and committees. Additionally, the position is expected to perform all other duties as assigned by the general counsel.

DUTIES

- Represent the State Bar of Georgia in litigation and other matters and monitor litigation handled by outside counsel
- Assist the general counsel in the preparation of all amendments to the State Bar of Georgia rules and bylaws, shepherd rules and bylaws changes through the required process, and maintain, through the Bar Counsel Division an up-to-date record of all enacted or pending rules, bylaws or amendments
- Serve as staff counsel to the Clients' Security Fund (CSF) in the CSF Trustees' review and processing claims, provide legal advice to the CSF Trustees and supervise Bar Counsel Division staff in their work related to the CSF, including the receipt and maintenance of all CSF-related records.
- Provide legal advice to the State Bar of Georgia staff and State Bar of Georgia leadership
- Serve as a counsel to the Advisory Committee on Legislation
- Serve as primary counsel to the Judicial Procedures and Administration/Uniform Rules Committee
- Oversee the receivership process, including the preparation and filing of receivership petitions where an employee of the State Bar of Georgia will serve as receiver, serving as receiver on appropriate cases, overseeing the maintenance and ultimate disposition of all receivership files maintained by the State Bar of Georgia staff serving as receiver, provide advice to non- Bar staff serving as receivers on how to discharge their receivership responsibilities
- Manage the Bar Counsel Division, including direct supervision of all attorneys within the Bar Counsel Division

- Assist the Elections Committee and the Membership Department with State Bar of Georgia elections as well as any membership issues that may require analysis as to compliance with Bar rules or other applicable law
- Participate in and staff State Bar of Georgia ethics line by providing informal, non-binding opinion on prospective ethics matters through phone calls and email responses
- Research, prepare written materials, and serve as a speaker for CLE programs on ethics or professionalism issues
- Staff Executive Committee and Board of Governors meetings, serve as parliamentarian, and fill in for general counsel or deputy general counsel – Discipline Division as may be directed by the general counsel
- May act for the general counsel or the deputy general counsel – Discipline Division upon the request of the general counsel
- Perform all other duties as assigned by the general counsel

REQUIRED EXPERIENCE AND SKILLS

The DGC – Bar Counsel Division must approach the foregoing duties with the professional competence of an experienced litigator and manager. Thus, the DGC– Bar Counsel Division is a motivated self-starter with the ability to work independently (or with co-counsel), meet deadlines, handle a heavy workload, and expeditiously complete assignments. The DGC– Bar Counsel Division must be able to accept and provide constructive criticism.

Tools, Equipment

- Working knowledge of processing and database programs, such as Microsoft Office, Microsoft Word, Access, Excel and Outlook.
- Working knowledge of Adobe Acrobat.
- Knowledge of and ability to fully utilize legal research programs such as Lexis/Nexis and Westlaw
- Ability to input data, maintain current data, and generate Bar Counsel Division-related reports in all OGC databases

Essential Functions of the Job

- Exceptional oral and written communication skills
- Possess analytical and critical thinking skills
- Excellent organizational and time management skills
- Ability to lead and accept supervision
- Comfortable with managing and supervising other attorneys
- Ability to be patient, discreet and tactful
- Typing and proofreading
- Legal research skills
- Detail oriented
- Handle and prioritize multiple tasks and a litigation caseload

- Even temperament and ability to deal with difficult telephone calls, challenging situations, State Bar leaders and staff issues
- Work as part of a team
- Dealing with State Bar of Georgia staff, members, volunteers, committee/board members and leaders in a professional manner
- Available to interact with and support the public and State Bar of Georgia staff, members, volunteers, committee/board members, and leaders in a timely and personal manner
- Comply with all State Bar of Georgia policies
- Employee is subject to in-person and remote supervision and is expected to perform their job in a State Bar office unless managing or supporting a meeting or event that takes place away from a State Bar office or telecommuting in compliance with State Bar policy.

Education, Training and Experience

- Juris Doctor degree from an accredited US law school
- Member of the State Bar of Georgia in good standing
- Minimum of 10 years' experience in the practice of law with substantial litigation experience
- Supervisory and administrative experience required

How to Apply:

- Send an email with your resume and cover letter attached to HR@gabar.org
- Please type "**Deputy General Counsel**" as the subject line of your email.
- Please make sure your cover letter explains your interest in the position, a summary of your work experience, your contact information and at least three references.
- Deadline for applications: **Nov. 20, 2026**

About the State Bar of Georgia: *The State Bar of Georgia, with offices in Atlanta, Savannah, and Tifton, was established in 1964 by the Supreme Court of Georgia as the successor to the voluntary Georgia Bar Association, founded in 1884. All lawyers licensed to practice in Georgia belong to the State Bar. Its more than 56,000 members work together to strengthen the constitutional promise of justice for all, promote principles of duty and public service among Georgia's lawyers and administer a strict code of legal ethics.*