



JOB ANNOUNCEMENT

Title: Assistant General Counsel-Screening
Department: Office of the General Counsel ("OGC")
Location: Atlanta, Georgia
Supervisor: Assistant General Counsel-Director of Screening
Classification: Full-Time / Exempt

STATEMENT OF PURPOSE

The primary purpose of this position is to evaluate and manage grievances filed with the Office of the General Counsel alleging violations of the Georgia Rules of Professional Conduct. The role involves initial screening, case assessment, and determining appropriate disposition.

DUTIES

- Conduct initial screening of grievances filed against Georgia lawyers.
- Evaluate new grievances and determine whether to require a response from the respondent lawyer.
- Determine appropriate disposition of grievances, including dismissal, referral within the State Bar or escalation to the State Disciplinary Board.
- Work with departmental legal assistants, paralegals, staff investigators and receptionists in their duties related to the screening process.
- Maintain substantial contact with complainants and respondent lawyers by telephone and in writing.
- Communicate with director of screening, prosecutors or staff investigators regarding problematic cases, grievances against attorneys already in the disciplinary process and the need for emergency suspensions.
- Prepare and present materials for Continuing Legal Education programs and Bar presentations.
- Perform all other duties as assigned by the supervisor, deputy general counsel or general counsel.

REQUIRED COMPETENCIES, EXPERIENCE, AND SKILLS

The assistant general counsel-screening must demonstrate professional competence, sound legal judgment and the ability to work independently and collaboratively. This role requires initiative, strong time management and the ability to complete assignments efficiently. The successful candidate demonstrates openness to feedback and continuous improvement and adheres to established office hours.

Education and Experience

- J.D. from an accredited US law school
- Member of the State Bar of Georgia
- Minimum of four years experience in the practice of law

Computer, Software and Equipment Use

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Adobe Acrobat
- Familiarity with legal research platforms such as LexisNexis and Westlaw
- Experience with database or case management systems preferred

Essential Functions of the Job

- **Communication & Professional Skills**
 - Exceptional oral and written communication skills
 - Ability to interact professionally with attorneys, staff and the public
 - Even temperament when handling difficult or sensitive situations
- **Analytical & Legal Skills**
 - Strong analytical and critical thinking abilities
 - Legal research proficiency
 - Ability to manage and prioritize a caseload
- **Organizational & Work Style**
 - Excellent time management and organizational skills
 - Detail-oriented with strong proofreading ability
 - Ability to multitask and meet deadlines
- **Collaboration & Workplace Expectations**
 - Ability to work independently and as part of a team
 - Ability to support others, as needed
 - Compliance with State Bar policies
 - This position requires in-office presence in Atlanta, unless job duties require work outside the office.

How to Apply:

- Send an email with your resume and cover letter attached to HR@gabar.org
- Please type **"ATTORNEY-SCREENING"** as the subject line of the email
- Please make sure the cover letter explains your interest in the position, a summary of your work experience, your contact information and, upon request, send at least three references.
- Deadline for applications: Until the position is filled

About the State Bar of Georgia: The State Bar of Georgia, with offices in Atlanta, Savannah and Tifton, was established in 1964 by Georgia's Supreme Court 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.