

**VACANT POSITION**  
**DEPARTMENT: EXECUTIVE**  
**OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>**  
**SUBMIT APPLICATION AND PROOF OF EDUCATION TO:**  
**[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St, Human Resources Office**  
**CLOSING DATE: Position will remain open until filled**

Job Title: Staff Attorney (Position #1004)  
Salary: Pay Grade 26; Hiring Rate: \$100,000  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: 8:00 am - 5:00 pm; M-F. Must be willing to work overtime, as needed.

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:**

- Juris Doctor (JD) degree from an accredited law school.
- Admission to the State Bar of Georgia and in good standing.
- Minimum of 1-3 years of experience in the practice of law, preferably in local government or public sector law.
- Strong knowledge of local, state, and federal laws and regulations affecting county government.
- Excellent legal research, writing, and analytical skills.
- Strong interpersonal and communication skills, with the ability to effectively interact with county officials, staff, and the public.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- High ethical standards and professional integrity.

**GENERAL STATEMENT OF JOB:** The Staff Attorney will provide comprehensive legal services to Spalding County, ensuring compliance with local, state, and federal laws. This role involves advising the County Manager and other county officials on legal matters, representing the county in legal proceedings, and drafting and reviewing legal documents. The Staff Attorney will play a crucial role in supporting the county's operations and strategic initiatives. Reports to the County Manager.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines and equipment, such as a computer, scanner, typewriter, copy machine, postal meter, telephone, or motor vehicle. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for moderately active work. May be required to lift and/or carry weights of twenty to forty pounds.

**ESSENTIAL JOB FUNCTIONS:**

- Provide legal advice and counsel to the County Manager, Board of Commissioners, and other county departments on a wide range of legal issues.
- Draft, review, and negotiate contracts, agreements, resolutions, ordinances, and other legal documents.
- Represent the county in civil litigation, administrative hearings, and other legal proceedings.
- Conduct legal research and prepare legal opinions on various matters affecting the county.
- Ensure compliance with local, state, and federal laws and regulations.
- Assist in the development and implementation of county policies and procedures.
- Manage and oversee outside counsel as needed.
- Respond to public records requests and ensure compliance with open records laws.

- Provide training and guidance to county staff on legal matters and risk management.
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### **ADDITIONAL JOB FUNCTIONS:**

- **Legal Research:** Proficiency in conducting thorough legal research using tools like LexisNexis and Westlaw.
- **Analytical Skills:** Strong ability to analyze complex legal issues and provide sound legal advice.
- **Communication:** Excellent written and verbal communication skills for drafting legal documents and presenting legal arguments.
- **Negotiation:** Skilled in negotiating contracts and agreements to protect the county's interests.
- **Attention to Detail:** High level of accuracy and attention to detail in all legal work.
- **Time Management:** Ability to manage time effectively and meet deadlines.
- **Team Collaboration:** Ability to work collaboratively with county officials, staff, and external parties.
- **Problem-Solving:** Strong problem-solving skills to address legal challenges and find effective solutions.
- **Ethical Judgment:** Demonstrated ethical judgment and integrity in handling legal matters.
- **Technology Proficiency:** Familiarity with legal software and technology for case management and document review.
- **Attendance:** May need to work extended hours and attend meetings after regular business hours.

November 20, 2025  
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