



State Bar of Georgia

Job Announcement

Title: Administration Support Assistant
Department: Administration
Location: Atlanta
Reports to: Office Manager
Classification: Full-Time/Non-Exempt

Statement of Purpose: Administration support staff are polite, friendly and have a passion for delivering outstanding customer service. Administration support staff must have excellent communication and listening skills for answering phones and greeting guests in person. They must also have a helpful and collaborative spirit to assist other departments when needed.

Duties:

- Operate phone system, handling calls in one of the following ways:
 - Forward call to another staff member or department.
 - Assist caller in a reasonable amount of time by providing general information and/or using the State Bar's website to access the Membership Directory or Local Bar Association Directory.
- Processes deliveries made to front desk by signing for packages, logging them and notifying the correct person of their delivery.
- Disperses large deliveries, when and if appropriate, when time allows.
- Assists visitors by answering questions, providing information, alerting another department for assistance and receiving/distributing paperwork.
- Stays alert for safety problems and notifies security of any issues.
- Available to assist other departments with various administrative tasks as needed.
- Cross training on mail machine to assist when needed.
- And other duties as assigned.

Essential Functions of the Job:

- Strong communication and listening skills.
- Pleasant personality and able to work with many different personality types including difficult callers.
- General knowledge of office equipment.
- Must be able to concentrate and focus with other distractions such as noise or visitors.

- Ability to collaborate with co-workers and management (able to listen and communicate effectively) and respect authority of others.
- Available to provide timely and personal attention to the public, State Bar members, volunteers and staff.
- Will be supervised in-person by Office Manager and expected to perform job in the Atlanta office, as this is a non-remote position.
- Work within agreed upon office hours.
- Comply with State Bar policies.

Education, Training and Experience:

- Previous experience as a receptionist preferred
- Imis or similar database storage system
- Basic computer skills including Microsoft Office applications

How to Apply:

- Send an email with your resume and cover letter attached to HR@gabar.org
- Please type “**ADMIN SUPP ASST**” 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, 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 52,000 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.*

Updated: May 2026