



JOB ANNOUNCEMENT

(Updated 10/2025)

Title: Assistant General Counsel (AGC) – Disciplinary Unit
Department: Office of the General Counsel (OGC)
Reports to: OGC Deputy General Counsel - Discipline
Location: Atlanta, Georgia
Classification: Full-Time / Exempt

STATEMENT OF PURPOSE

The primary purpose of this position is to review, investigate and prosecute violations of the Georgia Rules of Professional Conduct ("GRPC").

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Litigation

Act as lead counsel in all aspects of prosecuting disciplinary cases including drafting pleadings, conducting discovery, conducting hearings before the Special Master, presenting oral argument before the Special Master and State Disciplinary Review Board, and negotiating settlements of disciplinary matters.

This requires a familiarity with the duties common to all litigation, and specifically includes:

- Reviewing grievances and other complaints with careful consideration of the severity of the violations and the likelihood of success
- Engaging with grievants and respondent attorneys to consider appropriate alternatives to litigation, where appropriate
- Seeking the opinion of experts in complex cases
- Collaborating with law enforcement in matters that involve violations of criminal statutes
- Developing a litigation strategy
- Drafting motions, briefs, and pleadings
- Presenting oral argument before the Special Master and State Disciplinary Review Board
- Conducting and expediting discovery according to applicable rules.
- Interviewing grievants and witnesses to prepare them to testify
- Examining witnesses and presenting a position at hearings
- Preparing proposed reports and recommendations for the Special Master
- Drafting formal reprimands and arranging for the administration by the State Disciplinary Review Board (SDRB reprimands) or circuit chief judges (public reprimands)

Screening

The AGC also participates in the screening of disciplinary matters for submission to the State Disciplinary Board (SDB), which includes:

- Reviewing the grievance, response, and rebuttals
- Investigating prior to issuance of Notice of Investigation (NOI) to SDB
- Collaborating with OGC investigators and paralegals to obtain additional information and documents prior to issuance of NOI
- Confering with the grievant, the attorney and/or the attorney's counsel regarding details of each case
- Determining whether a matter warrants a formal NOI and referral to the SDB
- Composing memoranda that succinctly explain how the attorney violated rules and set forth the factual basis for the violation
- Composing dismissal letters to grievances that succinctly explain the reasons for the OGC's dismissal of the grievance

Ethics Hotline

AGCs (along with other attorneys in the OGC) participate in ethics duty rotation covering the Ethics Hotline on average two times per month. This includes the following duties:

- Covering the Ethics Duty Hotline and email inquiries
- Providing callers with an informal, non-binding opinion on prospective matters
- Referring callers to other State Bar resources (including Law Practice Management Department and Unlicensed Practice of Law Department) to assist with callers' inquiries

Other Staff Duties

- Assisting SDB members in their investigation, including responding to inquiries about NOIs and the GRPC as the member conducts his or her own investigation
- Facilitating the implementation of Interim and Emergency Suspensions in coordination with investigating member
- Attending and helping to record the proceedings at SDB meetings
- Writing Letters of Instruction (LOI), Formal Letters of Admonition (FLA) and SDB reprimands
- Where appropriate, directing legal assistants, paralegals, and investigators in the performance of their duties and providing supervisory support and feedback when required or needed
- As requested by the general counsel, managing and/or participating in student internship and externship programs, including but not limited to, engaging directly with the student, formulating, and assigning appropriate tasks, instructing the student, and evaluating the student's performance
- Preparing and presenting speeches on topics of ethics and professionalism at Continuing Legal Education seminars
- Participating in panels and presentations at seminars or training sessions
- Staffing other committees of the State Bar as requested by the general counsel
- Perform all other duties as assigned by the deputy general counsel or general counsel.

REQUIRED EXPERIENCE AND SKILLS

The AGC must approach the foregoing duties with the professional competence of an experienced litigator. Thus, the AGC is a motivated self-starter with the ability to work independently (or with co-counsel), use good legal judgment, meet deadlines, and expeditiously complete assignments. The AGC must be able to accept constructive criticism. The AGC must work within the agreed upon office hours.

Education, Training and Experience

- Juris Doctor degree from an accredited US law school required
- Member of the State Bar of Georgia in good standing required
- Minimum five years of litigation experience strongly preferred

Tools, Equipment

- Working knowledge of processing and database programs, such as Microsoft Word, Access, Excel, PowerPoint and Outlook.
- Working knowledge of Adobe Acrobat.
- Knowledge of legal research programs such as Westlaw

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 take direction
- Ability to be patient, discreet and tactful
- Typing and proofreading
- Legal research skills
- Detail oriented
- Handle and prioritize multiple tasks and a full litigation caseload
- Even temperament and ability to deal with difficult telephone calls and challenging situations
- Work as part of a team
- Dealing with State Bar staff, members, volunteers, committee/board members and leaders in a professional manner
- Available to interact with and support the public and State Bar staff, members, volunteers, committee/board members and leaders in a timely and personal manner
- Comply with State Bar 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.

How to Apply:

- Send an email with your resume and cover letter attached to HR@gabar.org
- Please type “**Asst General Counsel**” as the subject line of the email
- Please make sure the cover letter explains your interest in the position, summary of your work experience, and includes at least three references and your contact information.
- 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 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 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.*