



Department of Law

ASSISTANT ATTORNEY GENERAL

Job Description

The mission of the Department of Law is to serve the citizens of the State of Georgia by providing legal representation of the highest quality to the agencies, officers and employees of state government and by honorably and vigorously carrying out the constitutional and statutory responsibilities of the Attorney General. The Department of Law is organized into the Executive Office, five legal divisions, four specialty units and an operations division. The position filled through this announcement will serve in the Civil Rights Section of our General Litigation Division.

***To move forward in the recruiting process ALL External applicants are required to:**

- Attach a current Resume
- Cover Letter
- Attach "*Department of Law Employment Application*"
(click link to obtain: <http://law.georgia.gov/careers/application-forms>)
- Attach two (2) writing samples
- Attach copies of official undergraduate transcripts
- Attach copies of official law school transcripts
- Answer all prescreening questions

Job Title: Assistant Attorney General – Civil Rights

Job Summary

The Responsibilities of Attorneys in this Section include representing state officers and employees who are sued for money damages for alleged violations of the U.S. Constitution or a federal statute. Travel is required in this position.

Primary Duties & Responsibilities

Litigates cases:

- 1) Appears in state and federal courts to try cases and argue motions and appeals.
- 2) Researches and prepares pleadings, motions, and briefs.
- 3) Works with expert witnesses.
- 4) Participates in settlement negotiations.
- 5) Prepares discovery requests and responses.
- 6) Takes and defends depositions of fact and expert witnesses.

- 7) Conducts research on pertinent legal issues and keeps abreast of recent legal developments.
- 8) Attends continuing legal education seminars as required for hearings, trials, and depositions
- 9) Travel, as required by the position
- 10) Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They may not include all job duties performed by employees on this job title, and every position does not necessarily require these duties.

Minimum Qualifications

Graduation from an accredited law school and Member of the Georgia Bar in good standing

Preferred Qualifications

Preference will be given to applicants who possess one or more items below:

Minimum of 1 to 3 years' litigation experience.

Additional Information

Employment is contingent upon completion and satisfactory results of a criminal background check.

Candidates that are being strongly considered for the position will be required to submit a Department of Law employment application & waiver to background check, Georgia Department of Revenue Tax Clearance letter, and copies of official college transcripts.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All applicants will be considered, but may be screened for the preferred qualifications of the position, and may not necessarily receive an interview.

SALARY COMMENSURATE WITH EXPERIENCE.