

# Georgia Government Transparency and Campaign Finance Commission

200 Piedmont Avenue | Suite 1402, West Tower | Atlanta, Georgia 30334  
404-463-1980 | www.ethics.georgia.gov



## JOB DESCRIPTION:

<b>SPA Job Title:</b>	<b>Attorney</b>
<b>SPA Job Code:</b>	<b>95014</b>
<b>Salary Plan:</b>	<b>Statewide Salary Plan</b>
<b>Pay Grade:</b>	<b>17</b>

<b>Salary Range:</b>	<b>\$52,500 - \$55,000</b>
<b>Internal Job Title:</b>	<b>Staff Attorney</b>
<b>Date:</b>	<b>September, 2011</b>

## GENERAL JOB DESCRIPTION:

The Staff Attorney will be responsible for handling complaints filed with the Georgia Government Transparency and Campaign Finance Commission under the Georgia Government Transparency and Campaign Finance Commission Act, formerly called the Ethics in Government Act, O.C.G.A. § 26-5-1, etc., as amended, and as set forth in the Rules of the Commission (hereinafter collectively referred to as the "Act"). Directing and managing the thorough, accurate and timely investigation of complaints and discharging those responsibilities by properly and appropriately utilizing the procedures and processes provided for in the Act.

## JOB RESPONSIBILITIES:

1. Conduct investigations of complaints, of varying complexity, filed with the Commission alleging violations of the Act, previously known as the Ethics in Government Act.
2. Prepare case notes, investigatory reports and memorandums, in detail and summary, regarding investigative results, analyzing applicable sections of the Act, Rules, statutes in each case for review and submission to management and the Commission.
3. Review evidence to determine legal sufficiency with respect to alleged violations.
4. Prepare hearing exhibits to ensure the exhibits are persuasive and sufficient to support all allegations in the complaint.
5. Conduct settlement and related discussions with respondents and their attorneys for review and approval by management and the Commission.
6. Provide interpretative advice to management and the Commission relevant to the Act, Rules, statutes and laws the Commission falls under in relation to the processing and resolution of complaints filed with the Commission.
7. Provide legal advice and counsel to the staff as related to complaints investigated.
8. Provide investigative expertise to ensure the correct application of the Act.
9. Maintain complaint database and spreadsheets.
10. Conduct investigations with a focus on thoroughness, quality, attention to detail, timeliness and time management.
11. Apply rules of evidence; recognize evidence and determine its value to specific complaint, evidence collection and interpretation.
12. Establish and maintain liaison with other government agencies including, but not limited to, the Office of the Attorney General, Internal Revenue Services, and the Federal Bureau of Investigations.
13. Demonstrate a high degree of integrity and confidentiality required handling information that is considered personal and confidential.
14. Exhibit high levels of customer service and relationship building by maintaining contact during the course of complaint investigations with the complainant, respondent and applicable representation.
15. Participate in special projects and other work as assigned.

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## QUALIFICATIONS:

### Skill Set Requirements:

- Minimum of 3 years experience handling investigatory type cases or claims adjusting. Exposure to government agencies a plus.
- Minimum of 3 years experience working with LexisNexis.
- Computer literate with advanced knowledge of Word, intermediate knowledge of Excel and Outlook.
- Conflict management skills to deal with challenging interpersonal situations.
- Diligence with follow-up and working on existing files.

### Education Requirements:

- Law degree from an accredited law school.
- Member in good standing of the Georgia Bar

**Forward resume to [careers@ethics.ga.gov](mailto:careers@ethics.ga.gov)**