



Georgia Department of Economic Development  
Position Announcement

Title:	<b>Attorney 3 or 4</b>	Entry Salary:	<b>\$90k - \$100k, commensurate with experience*</b>
Division:	<b>Commissioner's Office</b>	Location:	<b>Atlanta</b>
Duties and Responsibilities:	<p>The Georgia Department of Economic Development (GDEcD) is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, addressing macro level workforce issues, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a destination for arts events and location for film, music and digital entertainment projects, as well as planning and mobilizing state resources for economic development.</p> <p>Reporting to the General Counsel, the Attorney will work with all of GDEcD's divisions to help manage the Department's legal affairs. This includes providing general legal and business advice; and drafting, negotiating, editing, and reviewing vendor contracts, memoranda of understanding, grant agreements, economic incentive agreements, non-disclosure agreements, and other agreements. The Attorney will also help with managing and promptly responding to open records requests; managing GDEcD's intellectual property; responding to film tax credit appeals; drafting and providing interpretation of legislation and regulations; and assisting or working in conjunction with the Attorney General's office and outside counsel in representing the Department in legal proceedings as necessary.</p> <p>In addition to providing general advice and assistance in the areas described above, the Attorney will be primarily responsible for legal analysis and research on a variety of topics; ensuring proper and timely filing of required documentation by GDEcD and associated foundations and Board members; and for the initial drafting or review and editing of other documents prior to i</p>		
Minimum Qualifications:	<ul style="list-style-type: none"> <li>• Juris Doctorate from an accredited college or university AND license to practice law in the state of Georgia OR eligibility to sit for the next Georgia Bar examination OR reciprocity (must obtain law license). For Attorney 3 level: must have two (2) years of relevant legal experience For Attorney 4 level: must have three (3) years of relevant legal experience.</li> <li>• Proficiency with Microsoft Word and Excel.</li> <li>• Strong oral, written, and interpersonal communication skills.</li> <li>• Strong skill in proofreading and editing documents.</li> <li>• Strong attention to detail.</li> <li>• Ability to identify and analyze problems.</li> <li>• Understanding of economic development.</li> <li>• Strong knowledge of contract law.</li> </ul>		

Preferred Qualifications:	<ul style="list-style-type: none"> <li>• 3 or more years of relevant legal experience.</li> <li>• Strong knowledge of tax credit/exemption programs in Georgia.</li> <li>• Understanding of Georgia state government structure and operations, including procurement procedures.</li> <li>• Prior in-house or corporate legal experience.</li> <li>• Experience with the Georgia Open Records and Open Meetings Acts.</li> <li>• Corporate Board experience.</li> </ul>		
Travel Required?	Some, primarily in state	Nights, Weekends Required?	As needed
Deadline:	<b>Open Until Filled. Apply early; candidates who apply earlier have a better chance of being selected for interview. Positions will be offered as soon as suitable candidates are identified.</b>		

**Application Instructions:** To apply for this position, ***you must submit your resumé and cover letter (PDF format preferred) via the link on our careers page at <https://www.georgia.org/about-us/career-job-search>***. If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email jobs@georgia.org.

**Additional Information for Applicants:** *All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Internal applicants may be considered prior to other applicants. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.*

*\*To be considered for a salary offer above the entry level (if a range is posted), the successful candidate MUST have most of the education and experience qualifications shown as preferred. To receive an offer at the top of the range posted, qualifications must match or exceed preferred level. Offers will not exceed the top amount posted.*

*Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.*

*Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.*

**GDEcD is an Equal Opportunity Employer**