



SPALDING COUNTY, GA

invites your interest in the position of

STAFF ATTORNEY

Spalding
Everything you need in Spalding

Join our team at **Spalding County in Griffin, GA** where local government professionals have a positive impact on the daily life of our thriving community. Spalding County is beautifully located approximately 35 miles south of Hartsfield-Jackson International Airport in Atlanta. The area provides the perfect combination of big-city amenities and small-town charm. Weekends can be immersed in the arts community with regular performances hosted by Griffin Ballet, Camelot Theatre, Griffin Choral Arts, and Main Street Players. Or head into the outdoors as Spalding County encompasses 763 acres of public parks with 23 playgrounds, and the Quarry's Edge Mountain Bike complex. Take a stroll down the beautiful tree-lined streets and enjoy the City of Griffin's vibrant and walkable downtown with live music and entertainment for your evenings and nights. From beautiful mansions to renovated lofts downtown, Spalding County offers housing to suit all needs in urban or rural settings and a great quality of life for professionals and their families.



THE POSITION

The Staff Attorney reports to the County Manager and collaborates with County legal counsel to provide comprehensive legal services to Spalding County, ensuring compliance with local, state, and federal laws. The Staff Attorney advises the County Manager and other county officials on legal matters, represents the County in legal proceedings, and drafts and reviews legal documents.

Strong candidates will bring a preferred background in local government or public sector law. Spalding County values the transferable skills of Assistant District Attorneys, Public Defenders, and other government law experience that entails contracts, knowledge of government operations, crisis management, trial, and litigation experience, along with the diverse legal areas within civil local government law. Those who possess the following are encouraged to apply:

MINIMUM TRAINING AND QUALIFICATIONS

- A Juris Doctor from an accredited law school.
- Active membership and good standing with the State Bar of Georgia.
- One to three years of experience in the practice of law, preferably in local government or public sector law.
- Strong knowledge of local, state, and federal laws and regulations affecting county government.
- Excellent legal research, writing, and analytical skills.
- Strong interpersonal and communication skills, with the ability to effectively interact with county officials, staff, and the public.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- High ethical standards and professional integrity.
- A valid Georgia driver's license or the ability to obtain one.

The successful candidate will embody a public service ethos and will demonstrate a clear aptitude and strong interest in learning diverse areas of law along with the ability to provide sound legal advice to Spalding County departments and officials. The ability to effectively manage internal client relationships will be key to their success in this diverse and impactful role. Essential duties include some or all of the following:

- Provide legal advice and counsel to the County Manager, Board of Commissioners, and other county departments on a wide range of legal issues.
- Draft, review, and negotiate contracts, agreements, resolutions, ordinances, and other legal documents.
- Represent the County in civil litigation, administrative hearings, and other legal proceedings.
- Conduct legal research and prepare legal opinions on various matters affecting the County.
- Ensure compliance with local, state, and federal laws and regulations.
- Assist in the development and implementation of County policies and procedures.
- Manage and oversee outside counsel as needed.
- Respond to public records requests and ensure compliance with open records laws.
- Provide training and guidance to County staff on legal matters and risk management.
- Perform other related duties as assigned by the County Manager.

COMPENSATION AND BENEFITS

The expected starting salary range for this position is **\$120,000 - \$130,000** depending on qualifications. Spalding County offers a competitive benefits package for employees, including medical, dental, vision, and voluntary life insurance; short-term and long-term disability benefits; a defined-benefit retirement plan, an optional 457(b) retirement plan, and a generous leave program including 12 paid holidays, vacation and sick leave, and compensatory time off. Relocation reimbursement is negotiable.

TO APPLY:

Interested candidates are invited to apply by emailing the following items to Jeff Hale, Senior Associate, Mercer Group Associates at jeffhale@localgovhrs.com by close of business on May 16, 2026:

- Cover letter
- Resume
- List of three job-related references with email and phone contact information
- Adobe (.pdf) format is preferred.

Spalding County is an Equal Opportunity Employer.

For questions, please contact: Jeff Hale, Senior Associate:
jeffhale@localgovhrs.com, (706) 371-6126

