

SUPREME COURT OF GEORGIA
OFFICE OF BAR ADMISSIONS

BOARD TO DETERMINE FITNESS
OF BAR APPLICANTS

BOARD OF BAR EXAMINERS

SALLY E. LOCKWOOD
DIRECTOR OF ADMISSIONS

POSITION ANNOUNCEMENT

The Office of Bar Admissions is accepting applications for the position of Special Investigations Analyst, responsible for background investigation of individuals desiring admission to the practice of law in Georgia. This is a position with advancement potential for the qualified candidate.

Knowledge, Skills and Abilities:

- Knowledge of resources for conducting background investigations.
- Knowledge of **Rules Governing Admission to the Practice of Law** in Georgia, Policy of the Board to Determine Fitness of Bar Applicants Regarding Character and Fitness Reviews, and the responsibilities of the Board to Determine Fitness of Bar Applicants and the Board of Bar Examiners
- Conversant with the Georgia Rules of Professional Responsibility and the concepts of professionalism that implicate the admission of applicant to the Bar.
- Familiarity with the requirements of the Americans with Disabilities Act, as amended.
- Ability to detect inconsistencies in answers to questions on fitness application and on replies to inquiries sent as part of the investigatory process.
- Ability to prepare and submit written reports.
- Ability to communicate effectively orally and in writing.
- Ability to maintain highest standards of confidentiality.
- Ability to use mature good judgment in contact with applicants, references, resource people, court and police personnel and others involved in the investigatory process.
- Knowledge of contemporary office practices, procedure, and equipment, including computer-based information systems.

Qualifications:

- B.A. or B.S. degree and J.D. from an American Bar Association-approved law school.
- Active membership in the State Bar of Georgia.
- At least two years of experience as a lawyer.
- Proficiency in Microsoft Word, Excel, WordPerfect, and computer-based information management systems.
- Administrative experience and experience in conducting background investigations preferred.

Attached is a detailed Job Description. Any Georgia Lawyer interested in the position should send a letter of interest to Ms. Marcia Huls (at the address below), with a resume and a list of three references.

DEADLINE FOR APPLICATIONS: October 19, 2009