



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	PARALEGAL 2 OR PARALEGAL 3
<b>POSITION NUMBER:</b>	00190814
<b>LOCATION:</b>	LEGAL DIVISION, ATLANTA
<b>POSTING DATE:</b>	JANUARY 12, 2016
<b>APPLICATION DEADLINE:</b>	JANUARY 18, 2016
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	H or I
<b>ENTRY SALARY:</b>	Pay Commensurate with Education and Experience

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

**DESCRIPTION OF DUTIES:** Under general or broad supervision, drafts and prepares legal documents for review and assists the legal office with scheduling hearings, appointments and interviews. Duties also include the following: conducts legal research; assists the Open Records Coordinator to ensure compliance with state law; maintains legal case files; provides general administrative support to the Legal Division; and other duties as assigned.

**MINIMUM QUALIFICATIONS:**

*Paralegal 2:* Associates degree from an accredited college in paralegal studies, or certificate from a paralegal training program and one year of experience in a legal environment, or two years of experience as a legal assistant in a legal environment.

*Paralegal 3:* Associates degree from an accredited college in paralegal studies and one year of experience as a legal assistant in a legal environment, or certificate from a paralegal training program and two years of experience as a legal assistant in a legal environment, or four years of experience as a legal assistant in a legal environment.

**PREFERRED QUALIFICATIONS:** *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Three (3) years of legal administrative support experience within a state of Georgia government agency;
- Currently employed as a paralegal with more than three (3) years of legal administrative support experience within a law firm or judicial environment;
- Georgia notary public certification;
- Effective verbal, listening and communications skills;
- Ability to pay attention to detail and perform at a high level of accuracy;
- Excellent organizational skills; and
- Proficient in Microsoft Office Suite.

**HOW TO APPLY:** (WE ACCEPT STATE APPLICATIONS BY ANY METHOD LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.)

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to [GDAPersonnel@agr.georgia.gov](mailto:GDAPersonnel@agr.georgia.gov).

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit [http://team.georgia.gov/wp-content/uploads/2014/11/State\\_Application-Standard-3.3.15.pdf](http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf) or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

**The GDA is an Equal Opportunity Employer.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,  
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615**