

State of South Carolina Staff Attorney I (2-year rotation)

SALARY	\$77,301.00 Annually	LOCATION	Richland County, SC
JOB TYPE	FTE - Full-Time	JOB NUMBER	169618
AGENCY	Judicial Branch	DIVISION	Supreme Court-Staff Attorney
OPENING DATE	09/30/2024	CLOSING DATE	Continuous
CLASS CODE:	AE1017	POSITION NUMBER:	TBD
NORMAL WORK SCHEDULE:	Monday - Friday (8:30 - 5:00)	PAY BAND	Unclassified
OPENING DATE	09/30/2024	EEO STATEMENT	Equal Opportunity Employer
AGENCY SPECIFIC APPLICATION PROCEDURES:	Interested persons meeting the required qualifications may submit an application at www.careers.sc.gov . All questions on the application must be completed and should include all work history and education. A resume may be included but will not be accepted or reviewed in lieu of an incomplete application. Supplemental questions are considered a part of your application and must be completed.	VETERAN PREFERENCE STATEMENT	South Carolina is making our Veterans a priority for employment in state agencies and institutions.

Job Responsibilities



SOUTH CAROLINA JUDICIAL BRANCH

The South Carolina Supreme Court Staff Attorneys Office is seeking a legal professional to join their team as Staff Attorney I (2-year rotation).

Under the direct supervision of the Chief Staff Attorney, the Staff Attorney I will assist the Justices of the Supreme Court by reviewing assigned cases and motions, researching and analyzing legal issues, and providing written and oral recommendations to the Supreme Court regarding appeals, motions, petitions for writs of certiorari, and other matters pending before the Supreme Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

This job bulletin represents general duties for this position and is not intended to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Independently reviews and analyzes various petitions and appeals, including writs of certiorari, post-conviction relief petitions, and direct appeals filed with the Supreme Court.
- Attends oral arguments and actively participates in Supreme Court functions as required.
- Conducts thorough legal research, using resources such as Westlaw, Lexis, and the South Carolina Code of Laws, ensuring the comprehensive identification of relevant legal authorities.
- Reviews case files, appellate briefs, motions, records on appeal, and other materials to assess the appealability of issues and preservation for appellate review.
- Evaluates whether the issues presented meet the Supreme Court's discretionary review criteria, and formulates proposed recommendations on both results and reasoning for the Court.
- Drafts detailed staff memoranda for each assigned case, summarizing case facts, procedural history, legal issues, parties' arguments, and applying relevant legal precedents.
- Prepares draft orders and opinions for the Court's consideration, ensuring accuracy in legal citations, grammar, and formatting.
- Edits and revises all work product meticulously, verifying the correctness of legal citations, the validity of legal sources, and ensuring that direct quotations are accurate.
- Submits documents for peer review, incorporates feedback, and routes final drafts through the Chief Staff Attorney for approval before distribution to the Court.
- Uploads memoranda and draft orders into the Appellate Case Management System (ACMS) for review by the Supreme Court.
- Collaborates with the Clerk's office, Supreme Court Justices, and law clerks to address questions and concerns related to assigned cases.
- Conducts peer reviews of other staff attorneys' work, ensuring clarity in issue presentation, legal analysis, and citation accuracy.
- Meets individual productivity goals and submits progress reports to the Deputy Chief Staff Attorney.
- Assumes temporary law clerk duties for a Justice as needed during vacancies or extended leave periods.

Minimum and Additional Requirements

MINIMUM QUALIFICATIONS (EDUCATION AND EXPERIENCE)

- Juris Doctorate Degree from an American Bar Association (ABA) accredited school of law and admission to or eligibility for admission to the practice of law in South Carolina within first year of employment.
- Minimum of 3.2 GPA.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

Knowledge of:

- South Carolina law and procedure, Westlaw, and the Bluebook System of Citation.
- South Carolina Appellate Court Rules (SCACR).
- Criminal and civil law of South Carolina.
- Theories of legal research.

Skills:

- Exceptional listening and observational skills.
- Good judgment, emotional maturity, trustworthiness, and conscientiousness.

Ability to:

- Interpret and apply law and judicial decisions to routine and/or basic legal matters with minimal guidance.
- Recognize the need for and seek out additional guidance from Chief Staff Attorney or Deputy Chief Staff Attorney in complex or sensitive legal matters and execute that guidance.
- Prioritize workload.
- Organize and prepare memoranda, orders, opinions, and other written documents that are concise, well-reasoned, and accurate.
- Receive and implement feedback in a positive manner.
- Communicate and maintain effective working relationships with all Judicial Branch staff.

Preferred Qualifications

DESIRABLE REQUIREMENTS (EDUCATION AND EXPERIENCE)

- A 3.5 GPA. Moot Court, Law Review, or other comparable experience.
- Internship or Externship with a court or judge.
- One (1) year of experience as a practicing attorney.

Additional Comments

ADDITIONAL COMMENTS

The South Carolina Judicial Branch offers an exceptional benefits package for FTE positions that include:

- Health, Dental, Vision, Long Term Disability, and Life Insurance for Employee, Spouse, and Children;
- State Retirement Plan and Deferred Compensation Programs (Temporary positions have option to enroll);
- 15 days paid annual (vacation) leave per year;
- 15 days paid sick leave per year;
- Option to designate 10 days of earned paid sick leave per year as family sick leave;
- 13 paid state holidays;
- Paid Parental Leave; and
- Workers' Compensation Benefits.

EQUAL OPPORTUNITY EMPLOYER

The South Carolina Judicial Branch is an equal opportunity employer and is committed to providing equal employment opportunities to all applicants and does not discriminate on the basis of race, color, religion, national origin, sex, gender, pregnancy, age, or disability.

Agency

State of South Carolina

Agency

Judicial Branch

Address

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Suite 101
Columbia, South Carolina, 29201

Phone

803-734-1970

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Staff Attorney I (2-year rotation) Supplemental Questionnaire

***QUESTION 1**

Do you have a Juris Doctorate degree from an American Bar Association accredited law school AND admitted to or eligibility for admission to the practice of law in South Carolina?

***QUESTION 2**

Do you possess demonstrable computer skills and proficiency in Microsoft Office Suite?

***QUESTION 3**

Do you have demonstrable proficiency in C-Track and Westlaw? If yes, provide a summary of your experience.

***QUESTION 4**

Where did you learn about this position?

- NEOGOV
- FACEBOOK
- LINKEDIN
- X (TWITTER)
- INTERNAL JOB POSTING
- COLLEGE/UNIVERSITY
- OTHER

* Required Question