

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

<b>SALARY</b>	\$75,153.00 Annually	<b>LOCATION</b>	Richland County, SC
<b>JOB TYPE</b>	FTE - Full-Time	<b>JOB NUMBER</b>	169561
<b>AGENCY</b>	Judicial Branch	<b>DIVISION</b>	Court of Appeals
<b>OPENING DATE</b>	09/26/2024	<b>CLOSING DATE</b>	Continuous
<b>CLASS CODE:</b>	AE1016	<b>POSITION NUMBER:</b>	TBD
<b>NORMAL WORK SCHEDULE:</b>	Monday - Friday (8:30 - 5:00)	<b>PAY BAND</b>	Unclassified
<b>OPENING DATE</b>	09/26/2024	<b>EEO STATEMENT</b>	Equal Opportunity Employer
<b>AGENCY SPECIFIC APPLICATION PROCEDURES:</b>	Interested persons meeting the required qualifications may submit an application at <a href="http://www.careers.sc.gov">www.careers.sc.gov</a> . 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.	<b>VETERAN PREFERENCE STATEMENT</b>	South Carolina is making our Veterans a priority for employment in state agencies and institutions.

#### Job Responsibilities



The Court of Appeals, Staff Attorney’s Office at the South Carolina Judicial Branch 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 Court of Appeals judges by reviewing assigned cases, researching and analyzing legal issues, and providing written and oral recommendations to the 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 review and analyze direct appeals and post-conviction relief petitions filed with the Court of Appeals, including reviewing case files, appellate briefs, petitions, and underlying orders to determine appealability.
- Conduct thorough legal research on issues presented in briefs and petitions using Westlaw, the South Carolina Code of Laws, and other legal authorities.
- Provide legal recommendations for assigned cases or recommend cases for oral argument after analyzing the facts and legal issues.
- Present cases during conferences to senior staff, summarizing facts, issues, and proposing legal recommendations.
- Draft bench memoranda, including case summaries, legal analysis, and proposed resolutions, to support the Court's decision-making process.
- Draft proposed opinions and orders, ensuring accuracy in legal citations, grammar, and style, and submit work for senior staff review.
- Upload memoranda and opinions to the Court's electronic system (C-Track) and circulate them to the Court for consideration.
- Review and respond to petitions for rehearing and motions, conducting additional legal research as needed and preparing corresponding memoranda and orders.
- Works in chambers on oral argument cases as requested by the Court and assigned by the Chief Staff Attorney. Conferences cases with assigned judge, providing a summary of the facts of the case, the legal issues raised on appeal, a summary of relevant case law, and a proposed recommendation for the disposition of the issues.
- Address questions and concerns from the Court regarding assigned cases, preparing written responses and addendums as required.
- Assist judges during oral arguments by preparing summaries, attending proceedings, and drafting proposed opinions based on case presentations.

## 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 and Journal or Moot Court experience.

### REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

#### Knowledge of:

- South Carolina law and procedure, Westlaw, and the Bluebook System of Citation.

#### Ability to:

- Analyze complex legal issues, to apply state/federal law and judicial decisions, and to effectively draft logical and clear legal documents.
- Exercise excellent self-direction, prioritize tasks, and meet deadlines.
- Interact and maintain relationships with judges and ability to work in a team environment.
- Listen to new ideas and recommendations from others.
- Speak effectively when addressing judges and co-workers.
- Maintain confidentiality and use discretion in dealing with sensitive information.

#### Other:

- Must be able to independently review assigned direct appeals or post-conviction relief petitions, analyze legal issues, and draft memoranda and proposed opinions.
- Must be able to work directly with judges when assigned to work on an oral argument case.
- Must be able to respond to judges' questions or concerns regarding legal issues addressed in memoranda and proposed opinions.
- Required to initially submit all work product for peer review and ultimately submit work for review and approval by Chief Staff Attorney or Deputy Chief Staff Attorney prior to distribution to the Court.
- Required to review and follow the guidelines and procedures set forth in the staff attorney manual relating to legal writing, writing style and format, and office procedures and policy.
- Required to advise the Chief Staff Attorney of any issues, problems, or concerns relating to job duties.

## Preferred Qualifications

### DESIRABLE REQUIREMENTS (EDUCATION AND EXPERIENCE)

- Current member of the South Carolina Bar in good standing.
- Prior experience using Westlaw and Microsoft Word.

## 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

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**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