



STATE OF SOUTH CAROLINA
**Commission on
Prosecution Coordination**

P.O. Box 11561
Columbia, SC 29211

**INVITES APPLICATIONS FOR THE POSITION OF:
Attorney IV / Legislative Counsel**

An Equal Opportunity Employer

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OPENING DATE: 01/12/23

CLOSING DATE: 01/31/23 11:59 PM

JOB TITLE: Attorney IV / Legislative Counsel

CLASS CODE: AE40

POSITION NUMBER: AE40

SLOT NUMBER:

STATE SALARY RANGE:
\$70,000.00 - \$110,000.00 Annually

**AGENCY HIRING RANGE -
MIN:** \$70,000.00
**AGENCY HIRING RANGE -
MAX:** \$110,000.00

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

**RESIDENCY REQUIREMENT:
RESIDENCY REQUIREMENT SPECIFICS (IF ANY):**

AGENCY SPECIFIC APPLICATION PROCEDURES:

Please apply online. Must pass a pre-employment criminal background check.

JOB RESPONSIBILITIES:

Research / Special Projects and Prosecutions:

- Research and analyze issues as assigned by the Executive Director.

- Provides legal counsel and guidance to the Executive Director, SCCPC General Counsel, the sixteen (16) Circuit Solicitors, and deputy and assistant solicitors in the Offices of Circuit Solicitor statewide.
- Serve as a special prosecutor for conflict cases at the request of the Executive Director.
- Serve as a special assistant district attorney if requested by various Circuit Solicitors and approved by the Executive Director.
- Conduct training on issues related to the prosecution function in South Carolina.
- Perform other duties and assignments as required by the Executive Director.

Legislation:

- Assist the Executive Director with the development of the Legislative Agenda each session.
- Monitor all bills introduced at the General Assembly.
- Review and summarize relevant bills to the Executive Director, Circuit Solicitors as a whole, and as directed to other criminal justice partners.
- Present relevant bills to the Circuit Solicitors for consensus on positions.
- Attend meetings of various committees of the General Assembly, relay Circuit Solicitor positions and advocate for the consensus positions.
- Represent the Executive Director in meetings with other agency officials.
- Monitor relevant committees of the General Assembly and speak on behalf of the Executive Director and the Circuit Solicitors consistent with the positions.
- Liaison with partner agencies and other groups related to legislative matters relevant to the Circuit Solicitors and the overall criminal justice system.
- Prepare and provide regular legislative updates and an annual report of legislative actions.
- Draft legislative recommendations and proposals, with guidance from the Executive Director.
- Monitor national trends and participate in policy-making discussions.
- Assist Circuit Solicitors locally to engage with their legislators, pursue the legislative agenda and establish relationships conducive to pursuit thereof.

Budget:

- Assist the Executive Director with the development of the annual budget and preparation of budget requests on behalf of the agency and Offices of Circuit Solicitor to the Executive Budget Office and work with members of the Governor's Office and General Assembly to ensure budgetary needs related to prosecutors and the criminal justice system are prioritized.
- Attend meetings of various committees related to the budget process and advocate for the passage of the annual budget including SCCPC and Circuit Solicitor priorities.

EXPECTATIONS

- Ability to advise the Court and make recommendations on matters of law and policy.
- Communicates effectively and concisely verbally, in writing, telephonically or in a face-to-face setting with a diverse array of stakeholders.
- Ability to interpret South Carolina case law and statutes, and to analyze complex legal issues.
- Handles confidential matters and maintains discretion always.
- Ability to work cooperatively and develop effective working relationships with fellow team members within the office and with staff in the circuit solicitors' offices.
- Proven ability to work under time pressures in meeting deadlines and with limited supervision.
- Experience multitasking on several projects at one time.

- Thorough understanding of the General Assembly's legislative processes.
- Superior organizational and research abilities.
- Ability to independently prioritize workload based on timeline, importance, and sensitivity of the assignment.

MINIMUM AND ADDITIONAL REQUIREMENTS:

- Juris Doctorate degree, ten (10) years of experience as a practicing attorney, and at least seven (7) years as a prosecutor with documented trial experience.
- Member in good standing with the South Carolina Bar. Must satisfy Rule 403 requirements.
- Knowledge of state governmental legislative and budgetary processes.
- Thorough knowledge of Microsoft Office suite products, including advanced proficiency in Excel.
- Superior writing skills.

PREFERRED QUALIFICATIONS:

ADDITIONAL COMMENTS:

BENEFITS OFFERED

The South Carolina Commission on Prosecution Coordination offers an exceptional benefits package for FTE positions that includes:

- Health, dental, vision, long term disability, and life insurance for employee, spouse, and children
- Paid parental leave
- 15 days annual (vacation) leave per year
- 15 days sick leave per year
- 13 paid holidays
- State Retirement Plan and Deferred Compensation Programs