



INVITES APPLICATIONS FOR THE POSITION OF:

Attorney II (Summary Court)

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Position Information

JOB TITLE:	Attorney II (Summary Court)	CLASS CODE:	AE1001
POSITION NUMBER:	60003690	SLOT NUMBER:	
LOCATION:	Richland County, South Carolina		
JOB TYPE:	FTE - Full Time		
NORMAL WORK SCHEDULE:	Monday – Friday (8:30 – 5:00)		
RESIDENCY REQUIREMENT:	No		
RESIDENCY REQUIREMENT SPECIFICS IF ANY:			

Agency Specific Application Procedures

Interested persons meeting the required qualification 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.

Attorney II (Summary Court): <https://www.governmentjobs.com/careers/sc/jobs/3971661/attorney-ii-summary-court>

Job Responsibilities

The South Carolina Judicial Branch (SCJB), invites applications for Attorney II (Summary Courts) within the Office of Court Administration.

Under limited supervision, the Attorney II provides legal guidance on substantive and procedural legal issues, with an emphasis on magistrate and municipal courts. Coordinates various educational programs for summary court judges. Provides recommendations to the Deputy Director, Director, State Court Administrator, and Chief Justice to further uniformity and maximize efficiency.

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.

- Provides legal guidance to summary court judges and clerks. Advises and assists in adapting and implementing forms and procedures to conform to any legislative or policy changes.
- Reviews legislation and case law affecting summary courts and communicates changes to summary court judges, clerks, and staff. Occasionally presents on these topics at judicial and court staff conferences.



- Reads and reviews newly introduced and pending legislative bills during the legislative sessions. Compiles and organizes legislative bills in a weekly Legislative Update and tracks the status of the bill and areas impacted. Tracks legislation and for levels of state court and communicates changes to other staff attorneys and court representatives to determine impact of change and how to best communicate and implement it. Prepares responses to Fiscal Impact Statement requests.
- Manages the CDR numerical codes which represent and classify criminal offenses and penalties created by the South Carolina General Assembly and the common law. When necessary, reads, reviews, and analyzes Legislative Acts for impacts on the CDR code system and creates, deletes, or modifies CDR codes as needed.
- Coordinates various educational programs for summary court judges, including a twice-yearly orientation program for new summary court judges; a once-yearly mandatory program for summary court judges; and a once-yearly intensive school for summary court judges. Arranges faculty for these programs, makes changes to program content as necessary, and serves as point of contact for attending judges.
- Coordinates the Summary Court Judges Mentoring Program, assigning newly appointed Summary Court judges and mentors and tracking compliance.
- Serves as designee of the Board of Magistrate and Municipal Court Certification. Reviews proposed seminars to determine their eligibility for MMJCLE credit. Sends approval paperwork to the CLE Commission, contacts judges who have not filed compliance reports with the CLE Commission and answers questions regarding MMJCLE requirements and course eligibility from course sponsors and attendees.
- Performs all other duties as assigned.

Minimum and Additional Requirements

- A Juris Doctorate degree or its equivalent from an American Bar Association (ABA) accredited school of law;
- Three (3) years of work experience as a practicing attorney;
- Admission to practice law in the State of South Carolina; and
- A member of the South Carolina Bar in good standing.
- Must possess dependable transportation as this position requires occasional statewide and overnight travel.

Required Knowledge, Skills, Abilities and Other Characteristics

Knowledge of:

- Case, statutory, and common law of South Carolina;
- Operation, rules, and policies of the South Carolina court system, particularly the probate courts; and
- West Law, the South Carolina Legislature website, and other State websites.

Skills:

- Demonstration of a strong, consistent, dependable work ethic;
- Must be detail-oriented and process excellent time management skills;
- Intermediate knowledge and experience with Word;
- Must have strong verbal and writing skills and excellent interpersonal skills; and
- Must be able to understand complex information and communicate the information to people with diverse professional backgrounds.



Ability to:

- Interpret and apply laws, Attorney General Opinions, regulations, and judicial decisions to complex matters;
- Express conclusions and arguments clearly and logically;
- Communicate effectively, both orally and in writing;
- Make presentations at educational programs; and
- Work independently in meeting deadlines.

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;
- Paid parental leave;
- 13 paid state holidays; 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.