

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

<b>LOCATION</b>	Richland County, SC	<b>JOB TYPE</b>	FTE - Full-Time
<b>JOB NUMBER</b>	160436	<b>AGENCY</b>	Judicial Branch
<b>DIVISION</b>	Court of Appeals	<b>OPENING DATE</b>	01/18/2024
<b>CLOSING DATE</b>	2/29/2024 4:59 PM Eastern	<b>RESIDENCY REQUIREMENT</b>	No
<b>CLASS CODE:</b>	AE1016	<b>POSITION NUMBER:</b>	60003105/60003582
<b>NORMAL WORK SCHEDULE:</b>	Monday - Friday (8:30 - 5:00)	<b>PAY BAND</b>	Unclassified
<b>OPENING DATE</b>	01/18/2024	<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.

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## Job Responsibilities



### SOUTH CAROLINA JUDICIAL BRANCH

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 reviews and analyzes direct appeals and post-conviction relief petitions filed with the Court. Reads and reviews paper case file and electronic case file for each assigned case. Reviews underlying order to determine whether order is immediately appealable to the Court of Appeals. Reads and reviews appellate briefs and petitions and the record on appeal. Conducts preliminary legal research on the issues raised in the briefs or petitions, including but not limited to a review of the cases cited in the brief or petitions. Researches the issues presented on appeal using Westlaw, the South Carolina Code of Laws, and other legal authority. Determines a proposed recommendation for each case or a recommendation that the case be scheduled for oral argument.
- Orally presents assigned cases to Chief Staff Attorney, Deputy Chief Staff Attorney, or Senior Staff Attorneys during conferences. Summarizes the facts of each case, recites the issues presented on appeal, and provides a proposed legal recommendation for the case or a recommendation that the case be returned to the Clerk's Office to be scheduled for oral argument.
- Drafts a bench memorandum for each assigned direct appeal case, which includes the case caption, an introduction to the case, a summary of the relevant facts, a listing of the issues raised on appeal, a summary of the parties' arguments, citations and analysis of relevant case law, and an analysis of the law that applies the law to the facts of the case. Drafts proposed opinions and orders resolving each case to be submitted to the Court for consideration, review, and ultimate filing with the Clerk of Court.
- Self-edits all work product, reading the documents and reviewing substance, form, grammar, and style. Spades opinions and orders to ensure the legal authority is correctly cited, the authority stands for the proposition it is cited for, or if a direct quote, the quote is exact.
- Submits all assigned cases for the month to the Chief Staff Attorney or Deputy Chief Staff Attorney for review and approval of the legal recommendations prior to distribution to the Court.
- Distributes approximately four cases for consideration by the Court each month by uploading memoranda and opinions in C-Track and electronically circulating the opinions to the Court.
- Reviews and analyzes petitions for rehearing and other motions filed in assigned cases as determined by the Chief Staff Attorney or Deputy Chief Staff Attorney. Reads the petitions and motions and conducts legal research relating to the legal issues raised. Drafts memoranda summarizing the facts, the issues, and a proposed recommendation. Submits the orders for review by the Chief Staff Attorney or Deputy Chief Staff Attorney. Uploads memoranda and orders on C-Track for review by the Court.
- Responds to questions and concerns regarding assigned cases from the Court. Prepares written responses, including addendums to memoranda previously submitted to the Court, as needed.
- 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. Independently drafts bench memoranda for the assigned panel of judges. Attends oral argument, and takes notes of arguments made by attorneys. Drafts proposed opinions for the Court.

## **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:**

- 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

#### Address

1220 Senate Street  
Suite 101  
Columbia, South Carolina, 29201

#### Phone

803-734-1970

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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?**

- Yes
- No

**\*QUESTION 2**

**Do you possess demonstrable computer skills and proficiency in the Microsoft Office Suite products (Excel, WORD, and Powerpoint)?**

- Yes
- No

**\*QUESTION 3**

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

**\*QUESTION 4**

**How did you learn about this position?**

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

\* Required Question