

## State of South Carolina Appeals Specialist I

<b>LOCATION</b>	Richland County, SC	<b>JOB TYPE</b>	FTE - Full-Time
<b>JOB NUMBER</b>	161219	<b>AGENCY</b>	Judicial Branch
<b>DIVISION</b>	Court of Appeals	<b>OPENING DATE</b>	02/02/2024
<b>CLOSING DATE</b>	3/30/2024 4:59 AM Eastern	<b>RESIDENCY REQUIREMENT</b>	No
<b>CLASS CODE:</b>	AH1001	<b>POSITION NUMBER:</b>	60003949
<b>NORMAL WORK SCHEDULE:</b>	Monday - Friday (8:30 - 5:00)	<b>PAY BAND</b>	Unclassified
<b>OPENING DATE</b>	02/02/2024	<b>EEO STATEMENT</b>	Equal Opportunity Employer
<b>AGENCY SPECIFIC APPLICATION PROCEDURES:</b>	Interested persons meeting the required qualifications should submit an online application at <a href="http://www.careers.sc.gov">www.careers.sc.gov</a> to include all work history and education. All questions on the application must be completed. 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 South Carolina Judicial Branch, Court of Appeals, Office of the Clerk invites applications for an Appeals Specialist I. With one-on-one training and supervision, an Appeals Specialist I manages a caseload according to the South Carolina Appellate Court Rules (SCACR) and established court policies and procedures.

#### **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.*

- Manages appeals from initiation. Collects, reviews, monitors, and organizes case file. Makes entries in C-Track (the appellate case management system) for all incoming correspondence related to the appeal, then with guidance from trainer proposes the appropriate next step for each filing with the Court.
- Prepares orders, outgoing correspondence, or memoranda in a timely fashion according to the type of document, relief requested, and court procedure. Monitors C-Track and reviews scanned documents for accuracy to ensure each filing is timely entered and correctly uploaded to C-Track.
- Utilizes reports generated through C-Track to monitor timeline of appeal.
- Communicates with internal and external customers, including other appeals specialists, staff attorneys, law clerks, judges, attorneys, the general public, and other courts.

## Minimum and Additional Requirements

### **MINIMUM QUALIFICATIONS (EDUCATION AND EXPERIENCE)**

- A high school diploma or higher.

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

#### **Knowledge:**

- Reads, comprehends, and correctly interprets legal documents;
- Understands and complies with all ethical requirements applicable to court employees and maintains confidentiality regarding all non-public information gained during employment, including internal communications; and
- Understands basic legal principles and terminology.

#### **Skills:**

- Proficiently uses modern office technology including, but not limited to, Microsoft Office Suite (e.g., Outlook, Word, Excel and PowerPoint), scanners, fax machines, postage machines, and copiers.

#### **Abilities:**

- Prepares correspondence that is grammatically correct and properly formatted;
- Works courteously and effectively with other judicial staff members and the general public;
- Communicates effectively, both orally and in writing;
- Possesses ability to lift records, files, and/or boxes in excess of 20 pounds; and
- Maintains effective working relationships.

## Preferred Qualifications

### **DESIRABLE (PREFERRED) REQUIREMENTS (EDUCATION AND/OR EXPERIENCE)**

- A willingness to take on other duties as needed; prior experience in a court or legal environment, or a paralegal degree or certificate.

## 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;
- 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.

**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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**Appeals Specialist I Supplemental Questionnaire****\*QUESTION 1**

What is your highest completed level of education?

- Juris Doctorate
- Master's Degree
- Bachelor's Degree
- Associate Degree
- Some College but No Degree
- High School Diploma
- GED
- None of the above

**\*QUESTION 2**

Please provide a detailed description on your training and/or work experience in a courtroom or legal setting. If no training or work experience, enter None.

**\*QUESTION 3**

How did you learn about this position?

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

- DICE
- OTHER

\* Required Question