# *SC DEPARTMENT OF CORRECTIONS*

## *-JOB POSTING NOTICE (EOE)-*

OPENING DATE: 01/30/18 CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: STAFF ATTORNEY SCDC POSITION #: 017796

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM

LOCATION: OFFICE OF GENERAL COUNSEL, COLUMBIA (RICHLAND)

STATE JOB TITLE: ATTORNEY I STATE JOB CLASS: AE10

PAY BAND/LEVEL: 05 C

BAND: 05 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: $ 035523 - $ 045869 SCEIS POSITION #: 61016533

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A JURIS DOCTOR DEGREE OR ITS EQUIVALENT FROM AN ACCREDITED LAW SCHOOL.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). MEMBERSHIP IN THE SOUTH CAROLINA BAR WITHIN SIX (6) MONTHS OF ENTRY INTO THE POSITION; MUST SATISFY RULE 403 REQUIREMENTS WITHIN SIX (6) MONTHS OF HIRING.

DESCRIPTION OF DUTIES:

HANDLES APPEALS UNDER THE ADMINISTRATIVE PROCEDURES ACT AND MANAGES THE AGENCY'S RESPONSE; REPRESENTS THE AGENCY IN DEFENSE OF CIVIL LAWSUITS TO INCLUDE: INVESTIGATION, CASE PREPARATION, TRIAL PRESENTATION AND APPEALS; REPRESENTS AGENCY BEFORE STATE PERSONNEL GRIEVANCE COMMITTEE AS WELL AS IN APPEALS; WORKS WITH ASSOCIATED ATTORNEYS IN OUTSIDE COUNSEL CASES AS REQUIRED; PROVIDES LEGAL ADVICE TO AGENCY EMPLOYEES, ATTORNEYS, COURT OFFICIALS AND OTHER AGENCIES IN THE INTERPRETATION OF STATE AND FEDERAL LAWS AND AGENCY POLICIES AND PROCEDURES; REVIEWS AGENCY POLICY AND DEVELOPS NEW POLICY TO COMPORT WITH RELEVANT STATUTES AND CASE LAW; RESPONDS TO CORRESPONDENCE FROM ATTORNEYS, COURT OFFICIALS AND STATE AGENCIES; CONDUCTS INDEPENDENT RESEARCH; MAY ALSO PROSECUTE SELECT CRIMINAL CASES IN THE COURT OF GENERAL SESSIONS INVOLVING INMATES; WORKS INDEPENDENTLY IN PERFORMANCE OF ALL OF THE ABOVE AND PERFORMS RELATED DUTIES AS REQUIRED.