

**Position:** Charleston County Attorney (Subject to Anticipated Vacancy)

**Pay Info:** Negotiable

**Application Period:** November 12, 2020 – November 18, 2020

Charleston County is seeking a County Attorney to provide legal services to the County.

The Charleston County Attorney will be responsible for supervising and directing the Charleston County Attorney's Office staff currently consisting of a staff of 10: (6) Attorneys, (3) Part-time Attorneys and (3) Support Staff.

The County Attorney oversees the Charleston County Attorney's Office staff and the performance of the following responsibilities:

- Providing clear and concise legal guidance and direction, legal opinions, advice, assistance, and consultation to County Council, County-wide Elected and Appointed Officials, and County Administrator regarding County-related legal issues in a timely manner.
- Attending County Council meetings and advising Council on matters on the agenda, parliamentary matters, as well as procedural and substantive issues that arise during meetings.
- Attending boards and commissions or standing committee meetings as requested from time to time.
- Managing and reviewing the preparation of ordinances, resolutions, contracts, memoranda, reports, deeds, leases and other legal documents required by Charleston County.
- Managing, directing, and overseeing bond transactions and real estate transactions.
- Representing the County in civil litigation and criminal prosecution as needed. Assigning and overseeing legal matters being handled by outside counsel, including counsel on behalf of County insurance carriers and keeping County Council and County Administrator informed of the status of all litigation.
- Litigating at the discretion of the County Attorney.
- Performing such other legal duties as may be required by County Council.

**Qualifications for this position:**

- Admitted to practice law in the State of South Carolina and a member of the South Carolina Bar in good standing with at least seven (7) years of relevant experience.
- Experience in litigating matters through all phases of litigation in courts of record as well as experience in commercial law, contracts, real estate, torts, municipal law, environmental law, redevelopment law, administrative law, labor relations/personnel law, code enforcement, and other areas of County law and other related areas.
- Experience in drafting ordinances, regulations, agreements, contracts, and other legal documents.
- Must demonstrate the ability to speak clearly and effectively in public and have the ability to relate easily and effectively with all members of County Council, other County-wide elected and appointed officials, staff, and the public.
- Must be able to serve in a confidential work relationship and handle confidential legal material with tact and discretion.

To be considered for this opportunity interested candidates should submit a cover letter, resume and list of references to Charleston County Clerk of Council Kristen Salisbury at [klsalisbury@charlestoncounty.org](mailto:klsalisbury@charlestoncounty.org).