



City of Charleston
South Carolina
An Equal Opportunity Employer

JOB DESCRIPTION

Job Title:	ASSISTANT CORPORATION COUNSEL (REAL ESTATE AND CONTRACT LAW)	Job Code:	02201
Dept:	23 – Executive	FLSA:	Exempt
Division:	141000-- Corporation Counsel	EEOC:	Professional
Location:	50 Broad Street	Work Comp:	8820
Reports To:	Corporation Counsel	EM Status:	C
Normal Schedule:	Mon – Fri, 8:30 a.m. – 5:00 p.m.	Pay Grade:	UNC

People all over the world come to visit and be a part of our unique city. Charleston is a rapidly growing and history rich coastal city with great opportunity. We rely on our people to maintain this reputation, and as a part of the City of Charleston, you can help answer today's problems while preparing for a successful future.

We are looking for an Assistant Corporation Counsel to join our legal team. You will advise and represent the City of Charleston in matters of a legal nature, with an emphasis in real estate law, and contract review and drafting and other transactional law.

In this position, you will:

- Advise and provide legal guidance to the Mayor, City council, Boards and Commissions and Department heads
- Review, draft and assist in negotiating contracts generally, with an emphasis on construction contracts for the City Departments of Parks, Stormwater, and Public Service
- Manage communication with departments concerning the status of contract requests and expectations concerning the contract production process.
- Handle real estate acquisition, finance, development, land use, brokerage, appraisal, survey, leasing, ownership, sale, and management and all the way through situations involving distressed and foreclosed real estate, make sure that any defects in title are cleared before closing, and assist with the preparation of the deed, closing statement, and other documents required to be produced by the seller at the closing, and ensure the loan application is timely approved, loan documents and closing documents are properly prepared, title insurance is procured and any property inspection or environmental inspection are undertaken and satisfied.
- Negotiate, draft, and/or review deeds, easements, memoranda of agreement, and/or licenses relating to real property.

- Perform comprehensive legal research in all areas of the law impacting the City's operations
- Interpret laws, rulings, regulations, court decisions, and ordinances.
- Draft ordinances, policies, legal memoranda, correspondence and reports.
- Attend City Council meetings, City Council Committee meetings, and neighborhood and other meetings as needed.
- Represent the interests of the City in litigation or other proceedings of a legal nature, as assigned by Corporation Counsel.
- Performs other duties as assigned.

May require evenings, weekends, and holidays as scheduled.

Qualifications

Education requirements

- Juris Doctorate Law degree (J. D.)

Basic requirements

- Eight or more (8+) years in the practice of law with emphasis on real estate, land use, contract review/drafting, and related fields
- Must be a member in good standing of the South Carolina Bar and Rule 403 certified within six months of employment

Preferred qualifications

- Familiarity with AIA and other standard design and construction documents
- Knowledge of insurance and indemnity issues on construction projects; Knowledge of performance and payment bonds
- Experience in real estate and land use 3 to 5 years
- Experience in municipal law

Benefits

The City of Charleston offers an extensive benefits package, including: health, dental and vision insurance; employer-paid short and long term disability, life insurance, and employee assistance program; annual and sick leave; 10 paid holidays and 1 personal holiday every year; tuition reimbursement; participates with SC Retirement System; 401k and 457 plan options; and many other benefits. For more information, please visit <https://www.charleston-sc.gov/1562/Benefits>.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EMERGENCY RESPONSIBILITY

In the event of major storms or other emergency situations, this position may be subject to 24-hour shifts or any other emergency schedule that is necessary to meet the City's needs.

DECISION-MAKING AUTHORITY

Decision making authority requires the ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. The lawyer must develop a thorough knowledge of policies, procedures and past practices and render non-routine decisions based on this knowledge. The lawyer must be cognizant that decisions affect other divisions in the organization and/or the general public and impact the operations of the division and organization. Occasional decisions may be reviewed at a higher level.

QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPUTER SKILLS

To perform this job successfully, an individual should have a thorough knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.

LANGUAGE SKILLS

Ability to read, analyze and interpret scientific, technical and professional journals, financial reports and legal documents. Ability to write complex reports, correspondence, procedure manuals, speeches and articles for publication. Ability to effectively present information to top management, City Council, and the general public. Ability to respond to sensitive inquiries or complaints from the management, City Council and the general public.

WRITING SKILLS

Must have strong writing skills adaptable to drafting legal memoranda, briefs, correspondence and contracts.

MATHEMATICAL SKILLS

Ability to solve basic algebraic equations and develop budgets and spreadsheets.

REASONING ABILITY

Ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Ability to interpret an extensive variety of technical instructions furnished in a variety of forms. Ability to deal with a variety of abstract concepts and variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

Fast paced work environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY

The employee must establish and maintain a positive behavior toward occupational safety and health and ensure that all operations are performed with the utmost regard for safety and health. Must report occupational injury/illness immediately to supervisor to insure First Report of Injury/Illness is submitted within (8) hours of occurrence.

NOTICE

The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job.