

The Charleston County Board of Elections and Voter Registration
announces it is filling the position of
BOARD LEGAL COUNSEL

The Board's legal counsel serves as the attorney for the Board, advising and providing counsel to the Board at its monthly and other meetings, its certification meetings as a board of canvassers, hearings conducted by the Board, and as needed for its general operation; representing the Board and office in pre-litigation and litigation matters that are not covered by insurance; and overseeing legal matters for which the Insurance Reserve Fund has retained legal counsel to represent the Board or office.

Minimum requirements:

- Graduated from an accredited law school and admitted to the practice of law before the courts of record in South Carolina with a minimum of eight (8) years of experience as a practicing attorney and preferably having experience with South Carolina elections and election law
- Have a minimum of five (5) years experience with civil and appellate litigation and have filed a completed Rule 403 Certificate with the South Carolina Supreme Court
- Able to demonstrate comprehensive knowledge of federal and South Carolina election laws and regulations
- Knowledge of and experience with Roberts Rules of Order and board governance and administration
- Maintenance of annual South Carolina Continuing Legal Education requirements and good standing with the South Carolina Supreme Court
- Ability to be generally available to attend monthly board meetings, board of canvassers meetings, and hearings in person and to consult with and provide counsel and advice to the Board throughout the year
- Have sufficient resources to support the work of the attorney, to handle correspondence, and make appropriate legal filings
- Maintenance of professional liability insurance with coverage limits of at least \$1,000,000

Compensation:

- Monthly stipend of \$500, which includes preparation for and attendance at monthly Board meetings and certification hearings, as well as review, research, and advice to Board, as needed or requested
- \$125 per hour for legal work in excess of 4 hours per month
- Reimbursement at actual cost for reasonable, non-overhead expenses incurred such as out-of-county travel, postage, copying costs, and filing fees

Application: Please send letter of interest and resume to cvarnado@seibelsfirm.com by July 10, 2022.