



**BERKELEY COUNTY GOVERNMENT
invites applications for the position of:**

Assistant County Attorney

SALARY:	\$39.57 - \$45.51 Hourly \$2,967.83 - \$3,413.00 Biweekly \$77,163.48 - \$88,738.00 Annually
DEPARTMENT:	Legal
OPENING DATE:	08/25/22
CLOSING DATE:	Continuous

JOB SUMMARY AND ESSENTIAL FUNCTIONS:

This position typically provides prioritization of work duties for maximum efficiency; develops and utilizes best-practices; seeks process improvement through numerous resources; utilizes technology to solve business challenges; and deals courteously and effectively with fellow employees and citizens.

ESSENTIAL JOB FUNCTIONS:

- Assists the County Attorney in providing legal advice to County Council, the County Supervisor and County staff.
- Represents Code Enforcement and Animal Control Officers in prosecution of county ordinances.
- Represents Planning/Zoning staff before Board of Zoning Appeals and Planning Commission.
- Research legal issues.
- Prepares and reviews legal documents and instruments.
- Attends evening Board of Zoning Appeals and Planning Commission meetings.
- Represents the County in federal, state, and local courts.
- May attend evening County Council meetings.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Juris Doctorate degree from an ABA accredited law school;
- Three (3) years of related experience including two (2) years of litigation or other trial-based experience preferred;
- Candidates must be admitted to practice law in South Carolina (member of South Carolina Bar).
- Must have and maintain a valid driver's license for South Carolina with safe driving record.

Special Requirements:

- Departmental testing may be administered during interview;
- A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.
- This is a safety sensitive position and is subject to random drug and alcohol testing.

Knowledge, Skills and Abilities:

- Skill in using mainframe systems and personal computers including Word and Excel.
- Skill in excellent communication, both oral and written.
- Skill in the operation of all basic office equipment.
- Ability to exercise discretion and judgment in interpreting and adapting guidelines (or laws/statute).
- Ability to multi-task and work independently.
- Ability to maintain strict confidentiality in performing duties and protects operations by keeping information confidential.

PHYSICAL DEMANDS:

This position requires the employee to sit and use hands to handle objects and reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

WORK CONDITIONS:

The work is regularly performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities and needs. Normal operating hours are Monday through Friday 9:00a.m. – 5:00p.m with the ability to work flexible hours when necessary. Must be able to attend evening County Council meetings and various social functions as requested. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.berkeleycountysc.gov>

Position #00991
ASSISTANT COUNTY ATTORNEY
LW

1003 HIGHWAY 52
MONCKS CORNER, SC 29461
843-719-4163

webhrd@berkeleycountysc.gov

Assistant County Attorney Supplemental Questionnaire

- * 1. Do you have a Juris Doctorate degree from an ABA accredited law school?
 Yes
 No
- * 2. Do you have three (3) years of related experience?
 Yes
 No
- * 3. Do you have a valid driver's license?

Yes

No

* Required Question