



Job Description

To perform this work successfully, an employee must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable employees with disabilities to perform the primary functions herein described. Since every duty associated with this job may not be described herein, employees may be required to perform duties not specifically spelled out in this description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

Job Title:	Staff Attorney
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Department: Legal
Pay Grade: 218
FLSA Status: Exempt

JOB SUMMARY

The Staff Attorney provides legal services and support on Town matters to the Corporation Counsel, Town Council, designated Boards and Commissions, and management. The position assists in representing the Town in administrative hearings, municipal court cases and negotiations, identifying potential legal issues with Town operations, providing legal guidance, and drafting ordinances, contracts and various other legal documents. The position also assists in providing legal support for matters arising under the South Carolina Freedom of Information Act (FOIA), including advising departments on compliance, responding to complex public records requests, and assisting in developing policies and procedures to ensure consistent administration of FOIA requirements.

ESSENTIAL JOB FUNCTIONS:

- Assists in providing legal advice and support to Corporation Counsel, department managers, Town Boards and Commissions, and other offices of the Town, as requested or assigned, regarding a variety of legal issues, including employment law, legal aspects of personnel and employment matters, board and commission actions, proposed legislation, and other issues as requested.
- Researches internal regulations, policies and procedures or relevant state and federal law including the South Carolina Freedom of Information Act; drafts legal opinions and memoranda; assists in developing strategies and solutions to ensure compliance and advises Town representatives of legal solutions and execution of appropriate steps and implementation.
- Serves as the primary attorney for Freedom of Information Act (FOIA) matters, providing legal advice regarding public records requests, exemptions, redactions, and compliance with applicable statutory deadlines; reviews complex or sensitive requests; and works collaboratively with the Legal Department and other Town departments to ensure consistent and legally compliant responses.
- Assists in developing, implementing, and updating FOIA policies, procedures, guidance documents, templates, and training materials; provides training to Town employees

regarding FOIA compliance, records management, and best practices for responding to public records requests.

- Serves as the lead attorney in providing legal oversight of the Town's FOIA management software and related workflows, including recommending process improvements, ensuring legal compliance in workflow design, coordinating system enhancements with Information Technology and software vendors, and promoting efficient tracking, review, and production of public records requests.
- Assists in providing legal consultation, advice, training, and guidance to Town officials; responds to questions and provides information, following up with Town officials to review various legal options and consequences and developing written materials and presentations on legal issues, as assigned.
- Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures.
- Assists in researching, drafting, reviewing, preparing, completing, processing, forwarding or retaining, as appropriate, various documentation, including legal and court documents, legal correspondence, contracts, Freedom of Information Act requests, legislation, budgets, legal pleadings, discovery motions, legal correspondence, legal memoranda, and assists in maintaining computerized and/or hardcopy records.
- Assists in drafting and reviewing contracts and agreements; conducting research, analyzing terms and conditions to ensure Town's interests are protected and safeguard against potential liability and providing legal advice regarding contract details.
- Assists in preparing for and representing the Town in mediation, court and other adjudicative settings, including coordinating with outside counsel, drafting pleadings, interrogatories and requests for production and admission and responses to same, preparing affidavits, motions and arguments, briefs, orders, appeals, etc., and discussing legal outcomes with management and implementing the same.
- Assists in drafting and preparing legislation and ordinances, including coordinating with department managers and staff to determine needs, conducting research on the issues, developing strategic approaches, presenting written summaries in preparation for submission to appropriate legislative body, and assisting in the implementation of new ordinances/legislation.
- Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures, trends and advances in the profession, including reading professional literature, maintaining professional affiliations, participating in training and continuing education activities, and attending and conducting meetings, workshops and seminars as appropriate.
- Performs other related assigned duties including assisting in representing the Town in municipal court.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Juris Doctorate Degree (JD) from an accredited law school and at least two (2) years of relevant experience practicing law, with demonstrated experience in municipal law;
- Must be licensed to practice law in the State of South Carolina and be a member in good standing of the South Carolina Bar.

KNOWLEDGE, SKILLS AND APTITUDES:

- Knowledge of principles and practices relevant to municipal government functions with experience in a broad range of municipal law including land use, public safety, employment law, and the South Carolina Freedom of Information Act.

- Knowledge of electronic records management systems, document management platforms, and public records request management software, including workflow management, reporting functions, and best practices for administering and tracking Freedom of Information Act (FOIA) requests
- Knowledge of state and federal laws as they apply to local government issues and employment law;
- Knowledge of basic government processes, both legislative and administrative;
- Knowledge of legal research principles and methods, as well as methods of qualitative and quantitative research.
- Knowledge of principles and practices of program administration and management.
- Knowledge of principles and applications of critical thinking and analysis.
- Knowledge of principles and techniques of effective oral presentations.
- Knowledge of principles and practices of conflict resolution.
- Knowledge of applicable federal, state, and local laws, codes, regulations.
- Knowledge of customer service principles.
- Skill in providing legal fact finding, research and analysis.
- Skill in organizing, interpreting, and applying legal principles.
- Skill in providing legal advice, counsel, or representation.
- Skill in interpreting, monitoring, and reporting legal information and statistics.
- Skill in researching industry trends, solutions, and best practices.
- Skill in compiling and sorting research information and articulating issues and recommendations.
- Skill in authoring and preparing original reports, legal documents, and presentations.
- Skill in facilitating group discussions and building consensus using persuasive reasoning.
- Skill in exercising political acumen, tact, and diplomacy.

PHYSICAL REQUIREMENTS:

While performing the duties of this position, the employee is regularly required to communicate effectively in person, by telephone, and through written correspondence. The employee must be able to operate a computer and other standard office equipment for extended periods of time.

The position requires frequent sitting, standing, walking, reaching, handling documents, and repetitive use of the hands, wrists, and fingers for keyboarding and other office tasks. The employee must be able to read printed and electronic documents and occasionally move files or office materials weighing up to ten (10) pounds.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

COGNITIVE REQUIREMENTS

The position requires the ability to:

- Analyze complex legal issues and apply legal principles to a wide variety of factual situations.
- Interpret and apply federal, state, and local laws, regulations, court decisions, ordinances, and policies.

- Exercise sound judgment, discretion, and independent decision-making when providing legal advice and recommendations.
- Conduct legal research, evaluate information from multiple sources, and develop legally defensible conclusions.
- Read, comprehend, interpret, and prepare complex legal documents, contracts, pleadings, ordinances, memoranda, and correspondence.
- Organize, prioritize, and manage multiple assignments with competing deadlines while maintaining a high degree of accuracy and attention to detail.
- Communicate effectively, both orally and in writing, with elected officials, management, employees, attorneys, courts, and members of the public.
- Maintain confidentiality and exercise professionalism, diplomacy, and political awareness when handling sensitive or confidential matters.
- Develop strategic legal solutions, negotiate effectively, and resolve complex legal issues.
- Learn, interpret, and apply changes in applicable laws, regulations, legal precedent, and municipal practices.

WORK ENVIRONMENT:

Work is performed primarily in a professional office environment with regular use of computers and standard office equipment. The position requires frequent interaction with employees, elected officials, outside agencies, and the public, as well as attendance at meetings or other work-related functions. Work involves managing multiple priorities, frequent interruptions, and deadlines while maintaining professionalism, confidentiality, and sound judgment. Occasional travel to courts, Town facilities, or other locations may be required. The work environment is generally free from unusual hazards.

By signing below, employee acknowledges that he/she has received a copy of this job description and understands that it documents the requirements of this job. The Town has the right to revise this description at any time, and it does not represent in any way a contract of employment.

Employee Signature

Date

Print Employee Name