



JASPER COUNTY HUMAN RESOURCES

*Jasper County Clementa C. Pinckney Government Building
358 Third Avenue – Courthouse Square – Post Office Box 150
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

TITLE: County Attorney
DEPARTMENT: Administration
REPORTS TO: County Council
FLSA Status: Exempt
SUPERVISES OTHERS: Yes

JOB SUMMARY: This position is responsible for ensuring that all county ordinances and policies comply with relevant requirements, are legally adopted, and are administered promptly and efficiently within the constraints of applicable law.

MAJOR DUTIES:

- Provides legal counsel and advice on various issues to the County Council, County Administrator, and county constitutional officers.
- Represents the county in all litigation matters to which the county is a party.
- Conducts legal research and drafts legal opinions for the County Council, County Administrator, and staff.
- Negotiates, drafts, and reviews proposed contracts for the acquisition of consultant services, supplies, and equipment for the county.
- Researches and drafts proposed ordinances and resolutions for adoption by the County Council.
- Represents and advises the Jasper County Planning Commission and Board of Zoning Appeals.
- Represents the county in the acquisition and disposal of real property.
- Negotiates, drafts, and reviews proposed intergovernmental contracts and agreements.
- Represents the county as local counsel in bond issues.
- Advises county staff regarding public information law issues; provides relevant legal education as warranted.
- Represents and advises the Jasper County Grievance Committee and various boards and agencies.
- Represents the county before the Equal Employment Opportunity Commission and South Carolina Human Affairs Commission.
- Serves as parliamentarian to the Jasper County Council.
- Monitors pending legislation and advises staff regarding statutory and case law relevant to county operations.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of state, federal, and local laws and regulations pertaining to government operations.
- Knowledge of county ordinances, including zoning laws and regulations.
- Knowledge of the principles and practices of contract, zoning, real estate, and labor laws.
- Knowledge of parliamentary rules and procedures.
- Knowledge of applicable laws regarding government finance and tax issues.
- Knowledge of rules governing civil law procedure.
- Skill in conducting research and preparing opinions and legal documents.
- Skill in developing and interpreting statutes.
- Skill in negotiating.
- Skill in using a computer.
- Skill in oral and written communication.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, or stooping.

WORK ENVIRONMENT:

The work is typically performed in an office.

STANDARD CLAUSES:

May be required to work nights, weekends, holidays, and emergencies (man-made or natural) to meet the business needs of Jasper County.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited school of law.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Carolina for the type of vehicle or equipment operated.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee signature: _____

Date: _____