



JOB DESCRIPTION

Chester County Job Opening Announcement

Position: County Attorney
Department: County Administration
Pay: Salary commensurate with experience
Reports To: County Administrator
Date Posted: 03/13/2024
Closing: Open until filled.

How to apply:

- 1.) Online – go to [Employment Application Form](#) and choose County Attorney to apply.
- Be sure to complete a new application for every job you are interested in.
- 2.) Hard copy submission – Submit resume/application to:
Chester County Government, Attn. Human Resources
Dept., P.O. Drawer 580, Chester, SC 29706

Chester County Government is an Equal Opportunity Employer. (EOE)



JOB DESCRIPTION

JOB TITLE:	County Attorney	FLSA:	Exempt
DEPARTMENT:	County Administration	DATE:	3/12/2024
REPORTS TO:	County Administrator	PAY GRADE:	N8

POSITION SUMMARY:

Under limited supervision & with general guidance, provides legal services & counsel to the County Administrator & County Council as well as County's Department Directors, Boards & Commissions. Supervises the office of the County Attorney & prepares County legal documents.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Serves as in house legal advisor & renders legal services & counsel to County Administrator, departments, boards, commissions, County Council, & staff.
- Coordinates with outside lead counsel regarding for example, bonds, economic development, labor and legislative law.
- Prepares county legal documentation such as pleadings, ordinances, resolutions, contracts, legally binding agreements, etc.
- Prepares, files, & serves litigation documents.
- Represents County & staff in legal & administrative hearings.
- Organizes, manages, & supervises the office of the County Attorney.
- Reviews legislative bills & acts of the SC General Assembly & of the US Congress for legal impact on the operations & activities of the county.
- Attends all County Council meetings & other required meetings, such as Boards or Commission meetings, meetings with outside parties, etc.
- Attend Grievance Hearings & provides legal assistance to the Grievance Board.
- Procures external assistance when required, & monitors & supervises such assistance for litigation, codification, etc.
- Attends required & discretionary professional development training.
- Reviews minutes & notes from meetings & determines required actions & responses.
- Creates formal correspondence to communicate the County's legal position on various issues; prepares legal pleadings to formally state, argue, & plead the County's legal position.
- Coordinates & reviews claims for property damage, discrimination, etc. prior to litigation/settlement.
- Provides guidance in regards to ethical issues & State Ethics Act compliance.
- Analyzes legal issues & makes specific recommendations for action.
- Ensures compliance with the Freedom of Information Act.
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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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- Receives & prepares a variety of documents & reports including messages & memos, legal documents, administrative documents, ordinances, resolutions, minutes, formal correspondence, legal pleadings, press releases, annual reports, etc.
- Performs routine legal work including but not limited to legal research, drafting ordinances, preparing legal opinions, preparing & reviewing contracts & other documents for legality & to ensure protection of the interest of Chester County.
- Interacts & communicates with a variety of groups & individuals including subordinates, peers, other departments, County Administrator, County Council, boards, commissions, media, general public, etc.
- Performs related duties as required.

COUNTY ATTORNEY

QUALIFICATIONS, EDUCATION and EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Requires a Jurist Doctorate degree or its equivalent from an accredited law school & minimum of 5 years of professional law experience in government or any equivalent combination of education & experience that provides the required knowledge, skills, & abilities. Must be a member in good standing of the South Carolina Bar Association & admitted to practice in all necessary courts.

COUNTY ATTORNEY

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

This job description is not deemed to constitute a contract of employment. All employees of the County are in an “At Will” status whose employment may be terminated at any time, with or without notice or cause.



JOB DESCRIPTION

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

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