



**SOUTH CAROLINA
LEGAL SERVICES™**
Balancing the Scales of Justice

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Position Announcement

Position Information

Position Title	Managing Attorney
Location	Columbia/Florence Offices
Job Type	Regular – Full-Time
Job Summary	<p>The managing attorney is responsible for the efficient management of the legal and non-legal staff; oversees the effective administration of the office; maintains a caseload; handles employee concerns work schedules, conducts performance appraisals, assigns and reviews progress of all current cases and assignments; plans directs and uses information effectively in order to enhance activities and production of the office; prepares and reviews reports and statistical information to be disseminated to management; assists with grant writing and/or seeking appropriate grants; and coordinates, conducts, and participates in community outreach/legal education events. The position will require some evening and weekend work.</p> <p><i>*A more detailed job description is available upon request.</i></p>
Minimum Qualifications	<ul style="list-style-type: none">• Member of South Carolina Bar• Minimum of eight years of experience practicing civil law• Supervisory experience preferred• Strong leadership, communications (oral and written) and organizational skills• Knowledge of the principles of civil practice and time management• Excellent relationship/teambuilding building skills and have the ability to work cooperatively with others• Ability to analyze and prepare reports• Background in poverty law and/or public interest work preferred• Excellent computer skills, including Windows and Microsoft Office• Valid driver's license and good driving record
Job Open Date	Immediately
Job Close Date	Until Filled
<p>Applicants interested in applying for this position may submit a Current resume, 3 references (one of which must be a managing attorney), 2 writing samples and cover letter to: South Carolina Legal Services, Attn: Human Resources – Managing Attorney PO Box 1445, Columbia, SC 29202 or by fax to 803-765-6956.</p> <p>EOE M/F/D/V</p>	

