

State of South Carolina

Deputy General Counsel for Litigation

SALARY	\$65,000.00 - \$75,000.00 Annually	LOCATION	Richland County, SC
JOB TYPE	FTE - Full-Time	JOB NUMBER	152407
AGENCY	Secretary Of State's Office	DIVISION	Administration
OPENING DATE	07/17/2023	CLOSING DATE	9/17/2023 11:59 PM Eastern
CLASS CODE:	AE20	POSITION NUMBER:	61143805
NORMAL WORK SCHEDULE:	Monday - Friday (8:30 - 5:00)	PAY BAND	Band 6
HIRING RANGE - MIN.	\$65,000.00	HIRING RANGE - MAX.	\$75,000.00
OPENING DATE	07/17/2023	EEO STATEMENT	Equal Opportunity Employer
AGENCY SPECIFIC APPLICATION PROCEDURES:	Please follow the status of your application online. You will be notified of scheduled interviews through email and the final disposition of the job.	VETERAN PREFERENCE STATEMENT	South Carolina is making our Veterans a priority for employment in state agencies and institutions.

Job Responsibilities

The South Carolina Secretary of State's Office is seeking to add an Attorney II to its Legal Division. Under general supervision, the duties of this position will include the following:

- Litigating enforcement actions under the Solicitation of Charitable Funds Act (S.C. Code § 33-56-10, et. seq.), as well as the law governing nonprofit raffles for charitable purposes (S.C. Code § 33-57-100, et. seq.) This will include preparing and filing petitions for injunctive relief against noncompliant charities, professional fundraisers, and nonprofit raffles, as well as representing the office in appeals of administrative actions to the South Carolina Administrative Law Court.
- Negotiating administrative fines issued under the Solicitation of Charitable Funds Act and nonprofit raffles law.
- Representing the agency in multistate enforcement actions against charitable organizations and professional fundraisers, and working with other state and federal agencies on public education campaigns.

- Conducting presentations on the Solicitation of Charitable Funds Act and nonprofit raffles for charitable purposes to various audiences, in order to promote compliance with regulatory requirements and wise charitable giving.
- Representing the agency in litigation related to structured settlement purchase company filings, rejection of trademark applications and Uniform Commercial Code filings, and escheatment of real property.
- Providing legal advice to the Secretary of State, Deputy Secretary of State, General Counsel, and other staff members related to agency activities and statutory duties, including, but not limited to, charities enforcement, business filings, Uniform Commercial Code filings, trademarks, boards and commissions, apostilles and authentications, service of process, structured settlement filings, and other agency responsibilities.
- Responding to customer inquiries regarding agency services.
- Performing other duties as assigned by the Secretary of State, Deputy Secretary of State, and General Counsel.

Minimum and Additional Requirements

Minimum Requirements:

- Juris Doctorate degree and experience as a practicing attorney. Must be a member of and in good standing with the South Carolina Bar. Must have completed Rule 403 requirements.

Additional Requirements:

- In-state and out-of-state travel required. Overnight travel may be required.

Preferred Qualifications

- Litigation experience.
- Excellent oral advocacy, legal research, and writing skills.
- Well-organized with a demonstrated ability to work independently and meet deadlines.
- Customer service skills.

Additional Comments

The starting salary for this position will be \$65,000 - \$75,000, depending upon experience.

Employment in this position will be contingent upon the following:

- An acceptable review of your past employment history, personal references, and other sources, including, but not limited to, the criminal reference check which will be conducted by the South Carolina Law Enforcement Division (SLED).
- When applying for this position, the electronic state application must be completed in its entirety. This includes the Education and Work Experience sections and the Supplemental Questions. A resume will not be accepted in lieu of a completed application, nor will it be used to determine if an applicant has met the qualifications for the position.
- Failure to provide detailed and complete work-related information may result in your application being rejected.
- Any misrepresentation of yourself will disqualify you from the position.

Agency

State of South Carolina

Agency

Secretary Of State's Office

Address

1205 Pendleton Street, Suite 525

Columbia, South Carolina, 29201

Phone

803-734-1797

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Deputy General Counsel for Litigation Supplemental Questionnaire***QUESTION 1**

I understand that as an applicant, I will be required to provide a writing sample and official law school transcript if selected for an interview. Candidates will be subject to a SLED background check, Department of Revenue delinquent tax check, Department of Motor Vehicle driving record check, and Commission on Lawyer Conduct status check prior to hiring.

- ☐ Yes
☐ No

***QUESTION 2**

Are you willing to accept a starting salary between \$65,000 - \$75,000?

- ☐ Yes
☐ No

***QUESTION 3**

Do you have a Juris Doctorate degree?

- ☐ Yes
☐ No

***QUESTION 4**

Are you an active member in good standing with the South Carolina Bar?

- ☐ Yes
☐ No

***QUESTION 5**

Have you satisfied the Rule 403 requirements?

- ☐ Yes

☐ No

* Required Question