

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

JUNIOR ASSISTANT SOLICITOR (PS101225)

DEPARTMENT: SOLICITOR'S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Performs basic prosecutorial duties. Prosecutes violent and non-violent crimes such as burglary, robbery, drug offenses, traffic offenses, forgery and other financial institution crimes, etc. Provides legal representation for the state at preliminary hearings. Handles all phases of trial preparation and case negotiations including interviewing victims and witnesses. Performs extensive legal research. May prosecute cases in the Magistrate Court, General Sessions Court or Family Court. Performs other duties as assigned.

QUALIFICATIONS:

Juris Doctorate Degree from an ABA accredited law school and one (1) year of litigation or other trial based experience. Because of the particular nature of this position, college and law school attendance may be counted as years of experience up to three (3) years.

Admitted to practice law in South Carolina (member of South Carolina Bar).

Personal computer experience including Word, Excel and Westlaw and/or Lexis.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is normally classified as exempt and reports directly to the Chief Deputy Solicitor. The normal work schedule is thirty-seven and one half (37.5) hours per week. Must be able to attend evening County Council meetings as requested. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Junior Assistant Solicitor - Grade C39
Entry Level Bi-Weekly Salary Range: \$1,916.83 - \$2,204.36

Date of Posting: 11/17/2015
Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.