



**TOWN ATTORNEY POSITION:** The Town of Central is accepting applications for a part-time town attorney.

**In this position, the candidate will:**

- Be responsible for being available at least one day per month for pretrial hearings.
- Expected to provide the court with notes of dispositions agreed upon during pretrial hearings within 2 days following pretrial hearings,
- Available at least one week per quarter to schedule jury trials, as needed.
- Available as needed by the police department to prosecute non-jury matters.
- Will prosecute all cases on the jury docket for Central Municipal Court.
- Will work closely with the police department and Clerk of Court to schedule hearings and other meetings to encourage the efficient disposition of cases.
- Will handle all legal matters concerning the town.
- Will be expected to respond to queries from the Court within a 24 hour period.

Candidate must be duly licensed by the SC Bar to practice in SC Courts and prosecutorial or criminal defense experience is preferred. Communication skills are strongly preferred. Salary is negotiable.

**TO APPLY:**

To apply for any position at the Town of Central, please complete our required Application Form (see link on website) or obtain an application in person at Town Hall. Please make sure you meet the specific qualifications for the position you are applying for; otherwise the application will not be processed. You may include your resume and other appropriate credentials. We look forward to receiving your application and discussing the employment opportunity of interest. Applications will be accepted until position is filled.

*NOTE: The duties listed above are intended only as illustrations of the various types of work that maybe performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

EOE Disclaimer : The Town of Central is an Equal Opportunity Employer and considers applications for all positions without regard for a person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information