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Job Announcement Deputy Director of Operations/General Counsel (DDO/GC)

South Carolina Legal Services (SCLS), a thriving results-oriented non-profit statewide law firm, seeks a highly-skilled, experienced attorney with superb management, advocacy and leadership competences to serve as its Deputy Director of Operations/General Counsel (DDO/GC). SCLS has a distinguished 47-year history of leadership in the representation of and legal advocacy for low-income individuals. SCLS is the only statewide provider of civil legal services to low income South Carolinians. The mission of SCLS is to protect the rights and represent the interests of low income South Carolinians. SCLS has approximately 46 attorneys working in nine offices throughout the state. The DDO/GC position is housed in the Greenville administrative office.

RESPONSIBILITIES

DDO/GC will have responsibilities in the areas of: 1) general counsel in-house to SCLS, the Board of Directors and management; 2) human resources and benefits administration; 3) fiscal management; 4) strategic planning; 5) training; 6) communications and external relations; 7) Private Bar Involvement Program; 8) general management issues such as grant writing. As a critical member of SCLS' senior management team, will assist the Executive Director in planning and oversight of internal operations.

QUALIFICATIONS:

- Member of the SC Bar in good standing; or eligible to become licensed to practice law in SC
- Minimum of 10 years full-time litigation experience in both state and federal courts
- Knowledge of principles, practices and proceedings related to operations management and litigation administration in a legal setting
- Proven organizational, analytical, leadership, management, and communication skills (oral and written)
- Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders
- Visionary, strategic, creative and intelligent problem solver
- Ability to multi-task in a fast paced environment with diverse teams
- Proficient in Microsoft applications to include Word, Excel, PowerPoint

SALARY/BENEFITS:

Salary is dependent on experience. An attractive benefits package includes: health and disability insurance, 401K, student loan reimbursement, etc.

APPLICATIONS:

Interested candidates should submit a cover letter expressing in detail why they are interested in the DDO/GC position, as well as what they believe they can contribute to the future of SCLS and its client communities. The letter should be accompanied by a current resume and names and contact information for three professional references. Information should be mailed to: South Carolina Legal Services, ATTN: Human Resources – DDO/GC, PO Box 1445, Columbia, SC 29202. Applications will be accepted until the position is filled. **EOE M/F/D/V**

Go to www.sclegal.org for a detailed job description.

