

## **ASSISTANT SOLICITOR – FOURTH JUDICIAL CIRCUIT**

### **GENERAL SUMMARY**

The essential function of the position is to represent the State of South Carolina and the Fourth Judicial Circuit in the prosecution of criminal cases. The position is responsible for seeking convictions in criminal proceedings in the Court of General Sessions for the Fourth Judicial Circuit by reviewing evidence, reviewing discovery materials, preparing cases for trial, arguing cases in court before judges and juries, and/or negotiating plea agreements. The position works under the general supervision of the Solicitor or his designee.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Appear in court proceedings on behalf of the State in hearings, guilty pleas, and jury trials;
2. Present witnesses, objects, photographs, and other evidence of crimes by accused persons in court;
3. Interview investigators, victims, and other witnesses to criminal activity;
4. Determine what charges to bring against an alleged criminal and what punishments to seek;
5. Prepare and obtain indictments of accused criminals on formal charges from grand juries;
6. Prepare indictments, motions, proposed jury instructions, memoranda of law, subpoenas, and other court documents;
7. Make, receive, and evaluate plea offers;
8. Produce documents and other information to defendants or their lawyers upon request and as required by law;
9. Meet with and explain legal processes and the reason for certain decisions to victims or their family members.

### **QUALIFICATIONS**

Juris Doctorate from an accredited law school. Must be a licensed attorney in good standing with the South Carolina State Bar Association. The starting salary for this position will be dependent upon the qualifications and experience of the successful applicant. This position will remain open until filled by a qualified candidate. Applicants may email a cover letter and resume to [info@solicitor4.com](mailto:info@solicitor4.com).

*The information provided in this job description is designed to provide the general nature and level of work performed within the job classification. The job description is not designed to contain or be interpreted as a comprehensive list of all work duties, responsibilities and qualifications required of team members assigned to this job.*