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| |  |  |  | | --- | --- | --- | | https://agency.governmentjobs.com/images/AgencyImages/sc.jpg | STATE OF SOUTH CAROLINA **State Housing Finance & Development Authority** 300-C Outlet Pointe Blvd. Columbia, SC 29210 |  | | **INVITES APPLICATIONS FOR THE POSITION OF:** | | | | **Assistant General Counsel** | | |   *An Equal Opportunity Employer*   |  | | --- | | THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. | |
| |  |  | | --- | --- | | **OPENING DATE:** 03/15/2023 | **CLOSING DATE:** 03/31/23 05:00 PM | |  | | | **JOB TITLE:** Assistant General Counsel | **CLASS CODE:** AE30 - Attorney III | | **POSITION NUMBER:** TBD | **SLOT NUMBER:** | |  | | | **STATE SALARY RANGE:** $52,357.00 - $96,869.00 Annually | **AGENCY HIRING RANGE - MIN:** $75,000.00 **AGENCY HIRING RANGE - MAX:** $85,000.00 |  |  | | --- | | **LOCATION:** Lexington County, South Carolina | |  | | **JOB TYPE:**  FTE - Full-Time | |  | | **NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00) | |  | | **RESIDENCY REQUIREMENT:** **RESIDENCY REQUIREMENT SPECIFICS (IF ANY):** | |  | | **AGENCY SPECIFIC APPLICATION PROCEDURES:**  All applicants must submit a completed online employment application and the supplemental questionnaire. Resumes will not be accepted in lieu of the required application and supplemental questionnaire. Postings close at 5 pm EST on the day listed in the announcement. |   **JOB RESPONSIBILITIES:**  **\*\*This position has been reposted. Previous applicants are under consideration and need not reapply. \*\***   The SC State Housing Finance and Development Authority (SC Housing) helps families across the state obtain affordable, safe housing. Our staff is passionate about creating solutions that truly make a difference in the lives of others! We are seeking a dynamic, enthusiastic attorney to serve as an Assistant General Counsel. Under limited supervision of General Counsel, this position:   * Provides legal advice for SC Housing to General Counsel, Program Directors, staff, and the Executive Director. * Provides assistance with legal aspects of the issuance/sale of the SC Housing's bonds. * Assists in supervision of bond counsel and disclosure counsel in the preparation and review of documents required for the issuance and sale of SC Housing's notes and bonds. * Assists with the program area that handles multifamily development. * Drafts official actions & proposed legislation as needed. * Formulates/drafts policies, procedures and legal documents for program areas. * Serves as legal liaison with other governmental entities. Interprets complex legislation, regulations and documents for the federally funded program areas. * Conducts legal research and approves staff program manuals. * Serves as primary Freedom of Information Act contact. * Serves on special task forces, committees and other related duties as assigned.   **MINIMUM AND ADDITIONAL REQUIREMENTS:**  **Agency Minimum Requirements\*:** A Juris Doctor degree or its equivalent from an accredited law school and a minimum of three (3) years of full-time experience as a practicing attorney. Must be an active member and in good standing with the South Carolina Bar. Must have completed 403 requirements.    *\* Candidates must specifically meet the Agency Minimum Requirements or an equivalent combination of education and experience to be considered for this position.*  **Additional Requirements:**  SC Housing requires an extensive background check to include, State Law Enforcement Division background check, South Carolina Department of Revenue tax check, South Carolina Department of Public Safety 10 Year Driver's Record Check and status report from the South Carolina Commission on Lawyer Conduct. Candidates who are considered for the position may be asked to obtain certain documents to complete the background check.  Knowledge in interpreting federal and state laws and regulations. Must be well organized with a demonstrated ability to work independently. Must have excellent written and oral communication skills. Must be proficient in the use of Microsoft Office applications. Some overnight travel required.  Must be able to lift and carry files, books and reports weighing up to 20 lbs. Must be able to perform filing, desk work and operate general office equipment. Must be able to sit or stand for prolonged or intermittent periods of time while sharing, gathering or presenting information to other staff members or external parties. Employee must be able to perform these tasks with or without reasonable accommodations. SC Housing is committed to a diverse workforce and does not discriminate on the basis of race, color, national origin, religion, age (40+) or disability, sex (Including pregnancy, childbirth, or related medical conditions, sexual orientation, or gender identity).  .**PREFERRED QUALIFICATIONS:**  A minimum of 4 years as a practicing attorney with real estate experience, affordable housing development or government agency experience is preferred. Working knowledge of federal housing programs and Section 42 of the Internal Revenue Code. Knowledge of Real estate documentation.  **ADDITIONAL COMMENTS:**  **What makes us Different?**  We are a state governmental agency but one unlike you’ve encountered before. We operate much more like a private sector business. We are a self-sustaining operation that offers rental and homeownership products, and services.  As a result, we face many of the same regulatory, market, and financial hurdles of private sector financial institutions. Our clear advantage to employees is that we offer challenging, and meaningful work but with an appropriate work-life, home-life balance as well as excellent state government benefits. Now we’re looking to reinforce our team with a person who is energetic, brilliant, and talented.    **Our Benefits Package:**  The South Carolina State Housing Finance & Development Authority offers an exceptional benefits package that includes:   * Telecommuting Options * Accrued Paid Time Off (15 days annual/vacation leave per year and 15 days sick leave per year) * 13 paid holidays * Health, dental, vision, long term disability, and life insurance for employee, spouse, and children * [PEBA Perks](https://www.peba.sc.gov/pebaperks.html) * [Free Telehealth Visits](https://campaigns.muschealth.org/virtual-care/index.html) for State Health Plan members * Free Health Programs for behavioral health, chronic conditions, healthier lifestyles, and maternity * State Retirement Plan * Deferred Compensation Programs   + 401k and 457 plans * [MoneyPlus](https://www.peba.sc.gov/moneyplus) (tax-favored accounts program) * Employee Assistance Program * [Adoption Assistance Program](https://www.peba.sc.gov/other-benefits/adoption-assistance) * [Employee Discount Programs](https://www.admin.sc.gov/dshr/employee_discount_programs) * Casual Fridays * Tuition Reimbursement Program (after 6 months of employment) * And much, much more!   **Location, Location, Location:**  The Palmetto State offers something for everyone. Located in the Midlands, Columbia is both the state capital and South Carolina's second-largest city. It is just a short commute to the state's beautiful beaches and gorgeous mountains. Sunny summers and mild winters allow residents to experience the outdoors year-round, a plus considering that Lake Murray is just minutes away. Great universities and colleges, minimal commute times and friendly people make South Carolina the ideal place to build your future.    [Click here to explore Columbia, SC and all it has to offer.](https://www.experiencecolumbiasc.com/)     **Intrigued?  Apply now!** |
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