



# TOWN OF *Atlantic Beach* "The Black Pearl" south carolina

*Town Attorney, Town of Atlantic Beach*

**Job Category:** Legal

**Employee Status:** Part Time/ By contract

The Town Attorney, appointed by the Town Council, serves as the chief legal officer of the municipality and provides comprehensive legal counsel to the Mayor, Town Council, Town Manager, and all departments, boards, commissions, and officers of the Town.

**Duties and Responsibilities:**

- Provide legal advice and guidance on matters affecting the administration, governance, and operations of the Town, ensuring compliance with federal, state, and local laws.
- Advise the Town Council on legal issues and support Councilmembers in gaining a functional understanding of the legal principles applicable to municipal actions and policies.
- Offer legal counsel to the Town Manager, department heads, and other authorized Town officials on legal questions arising in the course of municipal operations or in the performance of their official duties.
- Draft, review, and approve ordinances, resolutions, contracts, intergovernmental agreements, and other legal instruments as requested, to ensure legal sufficiency and protection of the Town's interests.
- Represent the Town in legal proceedings, including litigation, administrative hearings, and negotiations, as directed by the Town Council, and safeguard the legal integrity of Town actions.
- Monitor, interpret, and report on relevant court decisions, statutory changes, and administrative rulings that may impact the Town's legal obligations or authority.
- Ensure that all legal services are provided in a manner consistent with the highest standards of professional ethics and the responsibilities inherent in the office of the Town Attorney.

The Town Attorney plays a critical role in upholding the rule of law within the municipality and in ensuring that all municipal actions are legally sound and effectively executed.

**Qualifications:**

Graduation from a school of law accredited by the American Bar Association with a Juris Doctorate degree. Must be licensed to practice law in the state of South Carolina, and be of good reputable standing. Requires a minimum of two years' experience practicing law, preferably in a local government capacity.

Knowledge of the organization and functions and goals of the Town government Extensive knowledge of the provision of South Carolina law and City code Skill in negotiating agreements, which accommodate conflicting interests and viewpoints Ability to attend meetings and perform work assignments at times other than normal business hours Ability to determine when outside counsel is needed. Skill in oral and written communication sufficient to develop defenses of, and justification for, decisions reached.

**How to Apply**

Provide a resume, or C.V., cover letter and engagement proposal. In the engagement proposal please include 1) scope of the engagement; 2) Attorney-Client relationship; 3) limitation on engagement; 4) prior representation; 5) existing representations; 6) conflicts; 7) fees and payment.

Please email the above to: [cheryl@townofatlanticbeachsc.com](mailto:cheryl@townofatlanticbeachsc.com)