

TIME SERVED

(864) 546-5060 | www.timeserved-sc.org



Office Address
222 Rutherford St.
Greenville, SC 29609

Mailing Address
P.O. Box 615
Taylors, SC 29687

JOB TITLE: CHIEF COUNSEL OF INNOCENCE DIVISION
Organization: Time Served (Nonprofit Legal Aid Organization)
Location: Greenville, SC (In-office, full-time)
Time Commitment: Full-time
Reports to: Executive Director
Salary: \$100,000–\$120,000 annually, based on experience and skills.

Time Served is a nonprofit legal services organization located in Greenville, South Carolina. Our mission is to improve the lives of currently and formerly incarcerated South Carolinians through direct legal representation and litigation, and to dismantle extreme sentencing in South Carolina, with a particular focus on vulnerable populations whose criminal system involvement was rooted in part in other traumas and injustices they have experienced. We serve people our criminal system has deeply impacted by offering compassionate legal advocacy and systemic reform to help rebuild lives, reunite families and communities, and restore freedoms.

We are establishing an Innocence Division to complement our existing legal aid Reentry and Release Divisions, which focus on removing legal barriers to family, housing, and employment stability, and on restoring those serving extreme sentences to the community through parole, medical release, and other avenues. Our innocence work was previously housed under the release side of our practice, and this expansion of our team presents an exciting opportunity to dedicate resources and staff specifically to providing robust representation in these cases. We have proactively communicated with the Innocence Network regarding our goals of both network membership and expanded collaboration with other similar groups across the country.

Position Description:

Time Served seeks a dynamic, strategic, and mission-driven attorney to serve as Chief Counsel of its Innocence Division. This leader will oversee the organization’s wrongful conviction and actual innocence work, including case investigation and litigation, and will support the Executive Director in maintaining partnerships with pro bono counsel, law schools and universities, and innocence organizations nationwide.

The Chief Counsel will help the Executive Director build the Innocence Division, manage a growing docket of complex post-conviction cases, and help build a team to include an investigator, junior attorney, and extern(s). This position is ideal for an experienced litigator and leader who is passionate about uncovering wrongful convictions and driving systemic change.

This position requires some statewide travel for litigation, client visits, meetings, etc.

Minimum Qualifications:

- J.D. from an accredited law school;
- Licensed member in good standing of a State Bar, with the desire and willingness to immediately pursue licensure in South Carolina; and
- 10+ years of litigation in criminal defense, innocence work, criminal appeals, and/or post-conviction relief, state and federal preferred.

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Competencies (preferred but not required):

- Knowledge of South Carolina criminal procedure;
- Strong understanding of major contributors to wrongful convictions and appropriate litigation strategies for different types of cases (DNA, coerced confessions, eyewitness identification, etc.);
- Experience working closely with both investigators and expert witnesses; and
- Experience managing others in a team.

Duties and Responsibilities:

1. Assists the Executive Director in building-out an Innocence Division team and seeking and maintaining membership with the Innocence Network;
2. Oversees intake and initial investigation of potential clients;
3. Ensures Innocence Division compliance with ethical best practices;
4. Directly represents innocent clients through litigation in state and federal court, and through advocacy with State agency stakeholders and prosecuting agencies;
5. Manages the Innocence Division team on a day-to-day basis, with support from the Executive Director;
6. Assists with grant applications as needed, with a focus on providing current program data;
7. Collaborates with the Executive Director to engage the community in Innocence Division efforts, including students, volunteer lawyers, and donors; and
8. Travels as needed for cases and training and development, with most travel to be limited to day-of travel within the state.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits:

- Competitive nonprofit salary: \$100,000–\$120,000 annually
- Opportunity to grow an innocence division in a high-need state
- Health insurance: medical, dental and vision, with 50/50 contribution for employees
- Generous fringe benefits
- Generous paid time off and holidays

Application Instructions:

Please submit your **resume** and **cover letter** to Allison Elder, Executive Director, at aelder@tsscnow.org with the subject “Innocence Division Chief Counsel Application – [Your Name].”