

From: Taylor, Richele
To: Patel, Swati <SwatiPatel@gov.sc.gov>
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Subject: Updated Job Description

Richele K Taylor, Chief Legal Counsel

Manages: Rebecca Schimsa, law clerks, extradition coordinator

- Advising Governor and staff on all legal matters, including ethics, constitutional, FOIA, appointments, and statutory law- 40%
- Managing litigation, reviewing pleadings, working with outside counsel-20%
- Drafting Executive Orders, legislation, memos and assisting Task Forces (created by Executive Order), e. g. Prescription Drug Abuse, Domestic Violence – 5%
- Advising Governor and staff on legislation assigned to Legal; working with legislators and their staff on legislation assigned to Legal – (during session 50%; off-session 10%)
- Communicating with and assisting cabinet agency heads and their general counsels on various cabinet issues – 5% (sometimes more depending on issues arising)
- Advising Governor's Office on personnel issues/employment law matters-5%
- Supervising FOIA productions (Rebecca – primary responsibility)-5% (depends on volume)
- Supervising extradition orders (Angelica Ellerbe – works for SLED – primary responsibility)
- Supervising deputy counsel, law clerks when needed (ongoing)
- Constituent work-2%

Richele K. Taylor
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It's a great day in South Carolina