



STATE OF SOUTH CAROLINA
Lieutenant Governor's
Office

1301 Gervais Street Suite 350
Columbia, SC 29201

<http://www.jobs.sc.gov>

INVITES APPLICATIONS FOR THE POSITION OF:
Administrative Support

An Equal Opportunity Employer

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OPENING DATE: 10/24/17

CLOSING DATE: 11/07/17 11:59 PM

JOB TITLE: Administrative Support

CLASS CODE: AA75

POSITION NUMBER: 60008324

SLOT NUMBER:

STATE SALARY RANGE:

\$26,988.00 - \$49,932.00 Annually

AGENCY HIRING RANGE - MIN: \$30,000

AGENCY HIRING RANGE - MAX: \$35,000

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT: No

RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

Applicants should apply at www.jobs.sc.gov

JOB RESPONSIBILITIES:

Responsible for providing administrative support to the Director of Legal Affairs, which includes tasks for the Lieutenant Governor and the Chief of Staff. Candidate should be motivated and enjoy the public. Will perform a wide-range of general administrative functions to include greeting visitors/constituents to the department and respond to general inquiries. Must have the ability to maintain confidentiality. Ideal candidate should have attention to detail and the ability to work under pressure and meet deadlines. Assists in coordinating meetings. Assists in the preparation and maintenance of documents, which may include drafting, proof reading, mailing/distributing, and/or filing. Answers and direct calls received by the Lieutenant

Governor's Office. assists in preparing documents for travel reimbursements and supply requests. Assists in tracking the activities of the legislature. Candidate should be proficient in Microsoft Office Suite. Performs other assigned duties as requested or assigned.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A high diploma and work experience that is directly related to the area of employment. A bachelor's degree may be substituted for the related work experience.

PREFERRED QUALIFICATIONS:

At least one year of government or legislative affairs experience.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.jobs.sc.gov>

OR

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Job #71066

ADMINISTRATIVE SUPPORT

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