

Division of State Human Resources

70398

Administrative Specialist II**Class Code:** AA50**General Nature of Work:**

Provides administrative support with a moderate level of individual and/or customer accountability.

Guidelines for Class Use/Distinguishing Characteristics:

Incumbents perform secretarial and paraprofessional administrative duties. Work is generally routine and restricted in complexity when compared to professional level administrative duties; however, incumbents exercise discretion in applying policies and procedures. Incumbents may function as lead workers or as first-line supervisors of clerical workers.

Examples of Work:

Performs driver and motor vehicle services, such as administering written exams, issuing driver's licenses, registering and titling vehicles and managing public inquiries. Operates word processing equipment to compile, type, revise, combine, edit, print and store correspondence, reports, records and other documents. Plans and evaluates the activities of a clerical staff. Performs a variety of administrative support and advanced office duties, such as typing, filing and stenography. Coordinates workshop activities in institutions for physically or mentally challenged residents. Processes personnel transactions; compiles and maintains personnel records. Prepares, edits and proofreads informational materials. Compiles and maintains records of quantity, type and value of property, equipment and material supplies. Evaluates college transcripts and credits for teacher certification. Elicits, verifies and records information from members of the public.

Knowledge, Skills and Abilities:

Knowledge of laws, regulations and policies relevant to the agency of employment. Knowledge of word processing centers and/or current office management practices. Knowledge of grammatical rules, clerical formats and/or journalistic principles. Knowledge of behavioral characteristics of the physically or mentally challenged. Knowledge of basic training principles and techniques. Knowledge of methods and procedures of microfilm photography. Knowledge of medical terminology and classification. Knowledge of legal terminology and court procedures. Ability to schedule workloads, establish routing systems and maintain billing records. Ability to deal effectively with the public in handling inquiries and communicating information.

Special Requirements:

Some positions assigned to this class require a commercial driver's license.

Minimum Requirements:

A high school diploma. Related clerical experience may be substituted for a high school diploma.

Fed Category: E6**Band:** 03

Salary: Minimum: \$ 22,182.00 **Midpoint:** \$ 31,614.00 **Maximum:** \$ 41,046.00

From: Danny Varat
Sent: Thursday, September 28, 2017 12:51 PM
To: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>
Subject: Re: Job Description

I think this is fine.

From: Catherine McNicoll
Sent: Monday, September 25, 2017 4:34 PM
To: Danny Varat
Subject: Job Description

This is what I have so far on a Job Description: This position is to provide administrative support to the Director of Legal and Legislative Affairs, which includes tasks for the Lieutenant Governor and the Chief of Staff. Assist in coordinating meetings. Assist in the preparation and maintenance of documents, which may include drafting, proof reading, mailing/distributing, and/or filing. Answer and direct phone calls received by the Lieutenant Governor's Office. Sort mail received by the Lieutenant Governor's Office. Assist in preparing documents for travel reimbursements and supply requests. Assist in tracking the activities of the legislature. Perform other assigned duties as requested or assigned.

Also see this posting for a similar position at Department of Education:
https://agency.governmentjobs.com/sc/job_bulletin.cfm?JobID=1850408

I think the qualifications we would be looking for would be similar to those from the DOE posting, except we may want to include government or legislative affairs experience to the preferred list.

Best Regards,
Catherine McNicoll
Director of Legal & Legislative Affairs
Lieutenant Governor's Office
CatherineMcNicoll@SCStatehouse.gov
803-734-5292 (phone)