

From: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>
To: Danny Varat <DannyVarat@scstatehouse.gov>
Date: 9/25/2017 4:34:50 PM
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
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