

From: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>
To: Danny Varat <DannyVarat@scstatehouse.gov>
Date: 9/28/2017 3:46:57 PM
Subject: RE: Job Description

How would you like to proceed? Have you already talked to Cheryl?

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

From: Danny Varat
Sent: Thursday, September 28, 2017 12:51 PM
To: Catherine McNicoll
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,
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