

From: Washington, Cheryl <cwashington@aging.sc.gov>
To: Catherine McNicoll CatherineMcNicoll@scstatehouse.gov
CC: Danny Varat DannyVarat@scstatehouse.gov
Date: 10/2/2017 2:03:06 PM
Subject: RE: Job Description

I wanted to let you know it may be Wednesday before I can send it to you. I will be out of town at a funeral on tomorrow.

From: Catherine McNicoll [<mailto:CatherineMcNicoll@scstatehouse.gov>]
Sent: Monday, October 2, 2017 1:44 PM
To: Washington, Cheryl
Cc: Danny Varat
Subject: RE: Job Description

I will be, but let me ask Danny if he wants to be there as well and see if he wants anyone else there. Thank you for your help.

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

From: Washington, Cheryl [<mailto:cwashington@aging.sc.gov>]
Sent: Monday, October 02, 2017 1:43 PM
To: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>
Subject: RE: Job Description

OK, once I prepare the posting I will send it to you for review.

Once it is advertised (I believe Danny said the minimum), I will screen them based on the minimum requirements per OHR reqs and send them on to you. Then we set up interviews.

Who will be interviewing?

From: Catherine McNicoll [<mailto:CatherineMcNicoll@scstatehouse.gov>]
Sent: Monday, October 2, 2017 11:24 AM
To: Washington, Cheryl <cwashington@aging.sc.gov>
Subject: FW: Job Description

Good Morning Cheryl,

Danny has told me that he is good with the job description below and he would like us to proceed with the process. I honestly haven't been on the hiring end before, so I will need your help. Can you please let me know what you need from me in order to create the posting and how the posting process works. Thank you.

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 <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)