

# STATE OF SOUTH CAROLINA POSITION DESCRIPTION

## GENERAL INFORMATION

<input type="text" value=""/> Position Number	<input type="text" value="D10"/> Agency Code	<input type="text" value="SC Law Enforcement Division"/> Agency Name
<input type="text" value="Homeland Security Grants Administration"/> Division / Section / Unit	<input type="text" value="Columbia/Richland"/> City / County	
<input type="text" value=""/> Employee Name	<input type="text" value="40"/> County Code	<input type="text" value="Y"/> Y/N Is Position in Central Office ?
<input type="text" value=""/> Current State Title	<input type="text" value=""/> Alphanumeric Code	<input type="text" value=""/> Slot
<input type="text" value="F"/> Full / Part Time Indicator	<input type="text" value="AH45"/> Supervisor State Title	<input type="text" value="0001"/> Alphanumeric Code Slot

OHR COPY
  AGENCY COPY

## OFFICE OF HUMAN RESOURCES

<input type="text" value="D10"/> Agency Code	<input type="text" value="AD22"/> Alphanumeric Code	<input type="text" value=""/> Slot
<input type="text" value=""/> Authorized Date		
<input type="checkbox"/> Delegated <span style="margin-left: 20px;"><input checked="" type="checkbox"/> New Position</span> <span style="margin-left: 20px;"><input type="checkbox"/> Prototype</span>		
<input type="checkbox"/> State Title Changes <span style="margin-left: 20px;"><input type="checkbox"/> Update</span>		

Approved State Title

Approval Signature

Date Approved

## SOURCE OF FUNDING

<input type="text" value=""/> State %	<input type="text" value="100"/> Federal %	<input type="text" value=""/> Other %
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## REQUESTED ACTION INFORMATION

<input type="text" value="Post and fill"/> Requested Action	<input type="text" value="Accounting Tech. (Acct./Fiscal Analyst II)"/> Requested State Title	<input type="text" value="AD22"/> Alphanumeric Code	<input type="text" value="N"/> FLSA Designation
<input type="text" value=""/> Supervisor's Signature	<input type="text" value=""/> Date	<input type="text" value=""/> Other Required Signature	<input type="text" value=""/> Date

## THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

**1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?**

A high school diploma and five (5) years relevant experience in accounting, auditing and fiscal management. A bachelor's degree in related field may substitute for experience.

**2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?**

Knowledge of the principles, practices, theories and terminology of accounting, budgeting and financial management and state government fiscal accounting processes. Ability to analyze financial data and reports. Knowledge of state and federal regulations regarding grants and fiscal management of federal revenue. Excellent communication skills, both written and oral, essential. Must be proficient in Windows-based computer programs to include Microsoft Word and Microsoft Excel, and possess accurate typing skills.

**3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.**

After the initial few months on the job, the employee should be able to work under general supervision. As the employee's knowledge of the Homeland Security Grants Administration procedures increases, the employee's independence and good judgment should also increase. This position requires that the employee be self-motivated and exercise a considerable degree of discretion.

**4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).**

Position requires a valid driver's license and a good driving record; Overnight travel may required for training or meetings and could last up to one week Use of various data processing equipment which may have to be carried or moved (boxes of papers or documentation). Weight limits could reach 30 lbs. Must possess correctable vision of 20/40 in both eyes, with or without conv.lenses.

## MISCELLANEOUS DATA

<input type="text" value=""/> Employee Number
<input type="text" value=""/> Position Dept. Number

