

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

<input type="text"/>	<input type="text" value="D10"/>	<input type="text" value="SC Law Enforcement Division"/>
Position Number	Agency Code	Agency Name
<input type="text" value="Homeland Security Grants Administration"/>		<input type="text" value="Columbia/Richland"/>
Division / Section / Unit		City / County
<input type="text"/>	<input type="text" value="40"/>	<input type="text" value="Y"/> Y/N
Employee Name	County Code	Is Position in Central Office ?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Current State Title	Alphanumeric Code	Slot
<input type="text" value="F"/>	<input type="text" value="AH45"/>	<input type="text" value="0001"/>
Full / Part Time Indicator	Supervisor State Title	Alphanumeric Code
<input type="text" value="03750"/>	<input type="text"/>	Slot
Hours Per Week	<input type="text"/>	
<input type="text"/>	Base Hours	

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OFFICE OF HUMAN RESOURCES

<input type="text" value="D10"/>	<input type="text" value="AA50"/>	<input type="text"/>
Agency Code	Alphanumeric Code	Slot
<input type="text"/>		<input type="text"/>
Authorized Date		
<input type="checkbox"/> Delegated	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Prototype
<input type="checkbox"/> State Title Changes	<input type="checkbox"/> Update	

Approved State Title

Approval Signature

Date Approved

SOURCE OF FUNDING

<input type="text"/>	<input type="text" value="100"/>	<input type="text"/>
State %	Federal %	Other %

REQUESTED ACTION INFORMATION

<input type="text" value="Post and fill"/>	<input type="text" value="Administrative Specialist II"/>	<input type="text" value="AA50"/>	<input type="text" value="N"/> FLSA Designation
Requested Action	Requested State Title	Alphanumeric Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor's Signature	Date	Other Required Signature	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 three (3) years clerical work experience that is directly related to the area of employment. A bachelor's degree may be substituted for the related work experience.

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

Proficient in word processing and typing (55 wpm and high volume) and routine office functions such as answering multiple phone lines, effectively communicating messages with staff, courteously handling the public with inquiries and communicating information and ordering/maintaining office supplies/equipment inventory. Should possess a strong knowledge of grammatical rules and clerical formats and have the ability to effectively prioritize task completion according to schedules and goals. Excellent communication skills, both written and oral, and the ability to establish strong, positive working relationships with government officials essential.

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; use of various data processing equipment which may have to be carried or moved (boxes of papers or documentation). Weight limits could reach 30 pounds. Must possess correctable vision of 20/40 in both eyes, with or without conventional lenses, and be able to distinguish colors as various equipment utilizes colors.

MISCELLANEOUS DATA

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Primary administrative support to SLED's Homeland Security Grants Administration Office in the planning, development, and coordination of South Carolina's Homeland Security Grant Program. Plans, coordinates and/or performs standard management support service activities for Homeland Security Grants Administration such as fiscal, personnel, procurement, data and supply functions.

2. Job Functions:

Assists the Homeland Security Grants Staff with the compilation, typing, revising, editing and printing of grant applications, revisions, awards, announcement letters, notifications, extensions, etc.

Performs receptionist duties for all Homeland Security Grants Administration Staff. Maintains administrative/grant files, processes purchase orders and tracks payment vouchers for routine office supplies, equipment, etc. with the Grants Office.

Assists the Homeland Security Grants Staff with the coordination and compilation of grant-related tasks such as the indirect cost proposal, state audit questionnaire, federal project review forms and other fiscal/progress reports, as needed.

Serves as liaison for SLED's Homeland Security Grants Administration Office with incoming calls for information from the public or government agencies regarding Homeland Security and grant issues. Receives and transmits all correspondence for the Grants Administration Office and coordinates dissemination of materials to staff;

Additional duties, as required.

Essential/ Marginal (E or M)	Percentage of Time
E	30
E	30
E	20
E	15
E	5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

	<u>STATE TITLE</u>	<u>NUMBER</u>	
(1)	_____	_____	Number of employees directly supervised: _____
(2)	_____	_____	
(3)	_____	_____	Total number supervised: <u>0</u>

4. Comments:

Must possess excellent typing skills and proficiency in Windows-based computer programs. Ability to handle multiple tasks efficiently. Good communication skills, both written and oral, are essential. Good analytical skills and experience with grant administration preferred. Ability to establish strong, positive working relationships with government officials. Typing test required.

5. The above description is an accurate and complete description of this job.

_____ Employee's Signature

_____ Date