

State of South Carolina
Administrative and Legal Assistant

SALARY	\$31,561.00 - \$58,393.00 Annually	LOCATION	Richland County, SC
JOB TYPE	FTE - Full-Time	JOB NUMBER	04262024
AGENCY	Commission on Prosecution Coordination	OPENING DATE	04/26/2024
CLOSING DATE	5/9/2024 11:59 PM Eastern	AGENCY SPECIFIC APPLICATION PROCEDURES:	Must pass a pre-employment criminal background check.
CLASS CODE:	AA75	POSITION NUMBER:	04262024
NORMAL WORK SCHEDULE:	Monday - Friday (8:30 - 5:00)	PAY BAND	Band 4
HIRING RANGE - MIN.	\$32,000.00	HIRING RANGE - MAX.	\$46,000.00
OPENING DATE	04/26/2024	EEO STATEMENT	Equal Opportunity Employer
VETERAN PREFERENCE STATEMENT	South Carolina is making our Veterans a priority for employment in state agencies and institutions.		

Job Responsibilities

- Performs various administrative and managerial tasks for all program areas and staff in support of the daily operations of the South Carolina Commission on Prosecution Coordination (SCCPC).
- Assists with coordinating and managing office facilities, activities and events, equipment, and supplies.
- Composes and/or assists with preparation of letters, documents, reports, spreadsheets, agendas and meeting minutes for the executive director and program staff.
- Organizes, prepares, and/or edits presentations, reference materials, brochures, newsletters, announcements, training materials, legal forms, documents and other publications.
- Prepares routine correspondence and reviews and prepares information for online posting.
- Makes arrangements for, provides logistical and administrative support for, and assists with the preparation of materials for meetings and trainings for the SCCPC.
- Provides help and support for the operation of the four-day South Carolina Solicitors' Annual Conference each Fall.
- Answers and, when necessary, directs office telephone calls and inquiries appropriately as needed.
- Maintains office calendars to included scheduled meetings, trainings, conferences, etc. Schedules appointments and meetings.

- Relieves executive director and program staff of routine administrative matters.
- Manages procurement card for approved purchases and offices supplies.
- Maintains all associated financial records as required and in compliance with agency and state policies and procedures.
- Maintains inventory of office equipment, materials, and supplies.
- Organizes and maintains documents and files electronically.
- Assists attorneys in collecting and researching information, statutory and case law.
- Establishes and maintains excellent working relationships at the highest levels inside and outside of the SCCPC and the statewide Offices of Circuit Solicitor.
- Performs other assigned duties as requested.

Minimum and Additional Requirements

Minimum Requirements

- A high school diploma and work experience that is related to the area of employment.
- Command of the English language with strong comprehension and writing skills.
- Proficient keyboarding skills
- Proficiency in Microsoft Office computer applications such as Word, Excel, and Outlook.
- Ability to work and accomplish duties with limited supervision.

Preferred Qualifications

- A high school diploma and three (3) years of administrative or clerical experience; or an Associate's Degree or Technical College Degree in Secretarial Science, Legal Administrative Assistant, or similar field
- Work experience in a law office or other legal environment

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have excellent interpersonal and communication skills.
- Ability to work cooperatively with and to establish and maintain effective working relationships with fellow team members within the office and with staff in the circuit solicitors' offices.
- Ability to perform detailed and accurate work.
- Above average typing skills, working knowledge of Microsoft software and previous experience with a variety of word processing, database software packages.
- Knowledge of legal research techniques and legal data base software.
- Knowledge of the principles, policies, and practices of office management.
- Ability to effectively plan and organize work activities and prioritize task completion according to schedules and goals.

Additional Comments

BENEFITS OFFERED

The South Carolina Commission on Prosecution Coordination offers an exceptional benefits package for FTE positions that includes:

- Health, dental, vision, long term disability, and life insurance for employee, spouse, and children
- Paid parental leave
- 15 days annual (vacation) leave per year

- 15 days sick leave per year
- 13 paid holidays
- State Retirement Plan and Deferred Compensation Programs

Agency

State of South Carolina

Agency

Commission on Prosecution Coordination

Address

P.O. Box 11561

Columbia, South Carolina, 29211

Phone

803-343-0765

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