

State of South Carolina  
**Administrative Coordinator I**

<b>LOCATION</b>	Richland County, SC	<b>JOB TYPE</b>	FTE - Full-Time
<b>JOB NUMBER</b>	158918	<b>AGENCY</b>	Judicial Branch
<b>DIVISION</b>	Fiscal Services	<b>OPENING DATE</b>	12/04/2023
<b>CLOSING DATE</b>	12/18/2023 5:00 PM Eastern	<b>RESIDENCY REQUIREMENT</b>	No
<b>CLASS CODE:</b>	AA1002	<b>POSITION NUMBER:</b>	60003775
<b>NORMAL WORK SCHEDULE:</b>	Monday - Friday (8:30 - 5:00)	<b>PAY BAND</b>	Unclassified
<b>OPENING DATE</b>	12/04/2023	<b>EEO STATEMENT</b>	Equal Opportunity Employer
<b>AGENCY SPECIFIC APPLICATION PROCEDURES:</b>	Interested persons meeting the required qualifications should submit an online application at <a href="http://www.careers.sc.gov">www.careers.sc.gov</a> to include all work history and education. All questions on the application must be completed. A resume may be included but will not be accepted or reviewed in lieu of an incomplete application. Supplemental questions are considered a part of your application and must be completed.	<b>VETERAN PREFERENCE STATEMENT</b>	South Carolina is making our Veterans a priority for employment in state agencies and institutions.

### Job Responsibilities



#### SOUTH CAROLINA JUDICIAL BRANCH

The South Carolina Judicial Branch is seeking an administrative professional to join their team as Administrative Coordinator I in Fiscal Services.

This position will serve as the Assistant to the Director of Fiscal Services, responsible for supporting the Director by providing high-level administrative support and coordination for operations within the Office of Fiscal Services. Under the direct supervision of the Director, assists with various assignments that require individual discretion in the interpretation and application of policies, procedures, statutes.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

This job bulletin represents general duties for this position and is not intended to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Support the daily operation of the Office of Fiscal Services by planning, coordinating, and performing a variety of functions for the Director. Serve as the point of contact for the Director by fielding telephone calls from internal/external sources, and reviewing and responding to email communications as needed. Capture and communicate messages accurately and effectively. Prepare correspondence, reports, form letters, and other materials as needed.

Maintain the Director's schedule including managing calendars, scheduling meetings, and events. Arrange for meetings and conferences by notifying participants, preparing, and distributing agendas and accompanying materials. Assist with follow-up of decision items and make and coordinate travel arrangements.

Coordinate communication with Fiscal Services' personnel. Maintain professional and positive communications at all times. Document and escalate complex issues to the Director for resolution. Assist with Human Resource activities associated with former, current, and new employees.

Perform clerical and administrative duties necessary to the operation of the Office of Fiscal Services. Assist in the opening, sorting, and delivering mail to and from the Office of Fiscal Services. Maintain Office of Fiscal Services' keys. Perform specialized clerical duties to support efficient and effective operations of SCJB and attend meetings or training sessions as required.

Monitor building maintenance and housekeeping related work items sent to the joint email account for both 1301 Gervais and 1220 Senate Street. Enter work orders for these items into the appropriate system provided by the landlord.

Serve as the Office of Fiscal Services' Record Management Officer to ensure financial records are maintained according to SCJB's retention schedules. Prepare the necessary forms and properly dispose of financial records in accordance with regulations set forth by the SC Department of Archives and History.

Serve as a backup receptionist in the Court Administration's reception area. Follow the Reception Area Standard Operating Procedure, as related to visitors and incoming calls.

All other duties as assigned. ???

## Minimum and Additional Requirements

Associate's degree and three (3) years of related administrative work experience; or  
High school diploma (or equivalent) and five (5) years of related administrative work experience.

## REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

### Knowledge of:

- Judicial Branch policies, procedures, rules, regulations and program services.

### Skills:

- Advanced computer skills and proficiency in Microsoft applications (Word, Excel, PowerPoint, Outlook);
  - Accuracy and attention to detail;
  - High level of verbal and written communications skills;
  - Proficiency in written and spoken English;
  - Exemplary planning and time management skills; and
  - Punctuality and avoidance of excessive absences is required
- **Ability to:**
    - Carry out all routine administrative duties with little to no direct oversight by the Director of Fiscal Services;
    - Coordinate diverse administrative functions, and work independently using discretion and maintaining confidentiality;
    - Adjust work priorities due to changing deadlines;
    - Anticipate administrative needs, problem solve, initiate solutions, and follow solutions through to completion;
    - Effectively plan, organize and prioritize work while meeting established deadlines;
    - Multi-task;
    - Communicate and maintain effective working relationships with supervisor, colleagues, the public and others;
    - Develop and maintain positive professional relationships with internal and external stakeholders;
    - Fully comprehend office management practices, procedures, and equipment;

- Perform all duties with courtesy, accuracy and promptness;
- Develop and maintain efficient documentation and filing systems;
- Create and update spreadsheets, reports, and organizational charts; and
- Learn new technologies and updated office procedures.

### Preferred Qualifications

Executive level administrative experience.

### Additional Comments

**The South Carolina Judicial Branch offers an exceptional benefits package for FTE positions that include:**

- Health, Dental, Vision, Long Term Disability, and Life Insurance for Employee, Spouse, and Children;
- State Retirement Plan and Deferred Compensation Programs (Temporary positions have option to enroll);
- 15 days paid annual (vacation) leave per year;
- 15 days paid sick leave per year;
- Option to designate 10 days of earned paid sick leave per year as family sick leave;
- Paid parental leave;
- 13 paid state holidays; and
- Workers' Compensation Benefits.

### EQUAL OPPORTUNITY EMPLOYER

The South Carolina Judicial Branch is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all applicants and does not discriminate on the basis of race, color, religion, national origin, sex, gender, pregnancy, age, or disability.

#### Agency

State of South Carolina

#### Agency

Judicial Branch

#### Address

1220 Senate Street  
Suite 101  
Columbia, South Carolina, 29201

#### Phone

803-734-1970

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### Administrative Coordinator I Supplemental Questionnaire

#### \*QUESTION 1

**What is your highest completed level of education?**

- Juris Doctorate
- Master's Degree
- Bachelor's Degree
- Associate Degree
- Some College but No Degree
- High School Diploma
- GED

None of the above

**\*QUESTION 2**

**Describe your administrative work experience.**

**\*QUESTION 3**

**How did you learn about this position?**

- NEOGOV
- LINKEDIN
- FACEBOOK
- X (TWITTER)
- INDEED
- INTERNAL JOB POSTING
- SCJB EMPLOYEE
- COLLEGE/UNIVERSITY
- DICE
- OTHER

\* Required Question