

MINIMUM AND MAXIMUM PAY STRUCTURE

The State has established a minimum and maximum hourly pay rate for job positions. Contractors will invoice the State at the hourly pay- rate, as determined by the UGU, plus the mark-up percentage given as part of offerors bid. Contractors and UGUs may not pay less than the minimum rate or exceed the established maximum hourly pay rate, for ANY position.

White Collar Positions

Receptionist: \$9.35 – 17.64/ hr.	Data Entry Operator I: \$9.60 – 17.64/ hr.
Clerical Specialist: \$9.35 – 17.64/ hr.	Data Entry Operator II: \$10.35 – 21.47/ hr.
Administrative Specialist I: \$9.60 – 17.64/ hr.	Cashier: \$8.60 – 14.49/ hr.
Administrative Specialist II: \$10.35 – 21.47/ hr.	Accounting Clerk I: \$8.85 – 14.49/ hr.
Administrative Assistant: \$11.35 -26.12/ hr.	Fiscal Technician I: \$10.60 – 21.47/ hr.
Spreadsheet Specialist: \$13.60 – 26.12 hr.	Fiscal Technician II: \$11.60 – 26.12/ hr.
Legal Secretary: \$13.60 – 26.12/ hr.	Bank Reconciliation Clerk: \$10.85 – 21.47/ hr.
Paralegal: \$15.60 – 31.78/ hr.	Fiscal Analyst I: \$13.60 – 26.12/ hr.
Records Management: \$9.85- 17.64/ hr.	Docent: \$8.00 – 14.49/ hr.
Desktop Publishing Specialist: \$8.50 – 14.49/ hr.	

Blue Collar Positions

Driver: \$9.60 – 17.64/ hr.	Casual Labor (Heavy): \$9.35 - \$17.64/ hr.
Casual Labor (Light): \$9.10 – 17.64/ hr.	Custodial Services/ Labor: \$8.00 – 14.49/ hr

**TEMPORARY PERSONNEL STAFFING SERVICES
POSITIONS AND JOB DESCRIPTIONS**

These position descriptions are designed to be general in nature. These outline duties that may be required. Not every placement will encompass all duties for any position. Specific job duties will be determined by the UGU.

Contracts are in place ONLY for the categories listed and DO NOT include a category for medical staffing. UGUs wishing to contract for medical staffing must follow the SC Consolidated Procurement Code to obtain medical services

White Collar Positions:

RECEPTIONIST

- *Operates small telephone system.
- *Answers telephone and routes calls promptly.
- *Greet, announces, and directs visitors.
- *Operates copiers.
- *Assists with incoming or outgoing mail or packages when requested.
- *Performs basic clerical tasks.
- *Maintains professional appearance, grooming and dress consistent with desired agency image.
- *Handles outgoing Federal Express, UPS, and other special shipments as necessary.
- *Straightens reception area daily; makes coffee.
- *Other duties as assigned.

CLERICAL SPECIALIST

- *Checks, analyzes, and classifies, alphabetizes materials, conducts limited research when necessary.
- *Makes simple postings to various departmental records.
- *Indexes and records information.
- *Files information in established files and removes files upon request and matches with reports, correspondence, etc.
- *Receives, classifies, and routes incoming mail.
- *Stuffs envelopes.
- *Operates standard office equipment requiring little or no previous training.
- *Issues licenses, permits, or other documents in accordance with departmental rules and regulations.
- *Prepares reports involving tabulations or posted data and simple arithmetic calculations.

*Receives and issues receipts for payment for licenses, permits, etc.

*Conducts limited research of records for information relating to taxes, titles, judgments, verifications or locations of other records or information.

*Images and/or Microfilms records.

*May require specialized terminology such as legal, medical, etc.

ADMINISTRATIVE SPECIALIST I

*Performs general office management duties.

*Operational knowledge of simple office machines

*Types routine correspondence, purchase orders, administrative forms and reports from copy or draft.

*Posts routine data to various departmental forms.

*Proofreads and corrects drafts grammar, punctuation, and spelling in order to produce error-free work.

*Minimum typing skills 35-50 wpm net

*Proficient in specialized terminology such as legal, medical, etc.

*Acts as backup to Receptionist.

*Catalogues and files disks and tapes with instructions for future use; updates existing records to accommodate changes in material of files.

*Assigns, prioritizes, and works in absence of Supervisor, as directed.

*Responds to public inquiries in a courteous manner; provides information within scope of knowledge or refers to employee of higher classification.

*Takes dictation or transcribes from electronic dictating equipment.

*Assists superiors in a variety of administrative detail manners and supervises office and non-technical operations.

*Ability to meet and deal effectively with clients, associates and the general public.

ADMINISTRATIVE SPECIALIST II

NOTE: In the rare instance that duties of this position require an advanced degree or other specialization, the UGU may increase the maximum hourly rate to no more than \$30 per hour.

*Composes non-technical correspondence.

*Types and proofreads statistical and financial reports, manuscripts, and manuals.

*Devises, sets up, records and performs on power keyboard a variety of dictated or written material including legal documents, opinions, repetitive letters, complex, priority and confidential items, using a variety of dictation and transcription equipment.

*Compiles, prepares, and processes administrative report forms.

*Functions independently for extended periods of time.

- *Organizes assigned work to meet established deadlines.
- *Receives and resolves or refers citizen complaints.
- *Minimum typing skills 60 wpm net.
- *Coordinates some office functions with other departments.
- *Takes part in training and/or orientation of new employees.
- *Exhibits poise and self-confidence under pressure, excellent interpersonal skills, adept with people.
- *Takes and transcribes dictation from electronic dictating equipment.
- *Opens, dates, and routes mail according to instructions concerning destination.
- *Prepares correspondence, reports or other materials as assigned.
- *Arranges for meetings and conferences and take notes.
- *Maintains control files for matters in progress and follow-up such as appointments, tickler files, itineraries, telephone logs, etc.
- *Receives and screens office visitors and telephone calls.
- *Coordinates some office functions with other departments.
- *Supervises subordinate clerical personnel.
- *Composes semi-technical correspondence of average difficulty.
- *Performs range of simple and/or routine word processing jobs utilizing sophisticated modern word processing equipment.
- *Proofreads and corrects drafts for grammar, punctuation, and spelling in order to produce error-free work.

ADMINISTRATIVE ASSISTANT

- *Performs general office management duties.
- *Composes and prepares routine correspondence for signature.
- *Organizes, develops and implements procedures for recording and filing various administrative forms and reports.
- *Secures factual information from files, records and publications.
- *Compiles information into standardized reports.
- *Independently prepares recurring reports for signature.
- *Answers telephone, provides information and receives information concerning matters relating to the employing agency.
- *Sends acknowledgments or selects form letters in response to inquiries in accordance with standard instructions.

- *Maintains a calendar for the Supervisor.
- *Establishes and maintains a variety of files and records.
- *Assigns work to subordinate clerical employees.
- *Attends meetings and conferences to furnish information and take notes.
- *Minimum typing skills 55+ wpm net.
- *Prepares legal documents including warrants, complaints, summons, indictments, and papers for filing and serving.
- *Takes part in training and/or orientation of new employees.
- *Exhibits poise and self-confidence under pressure; excellent interpersonal skills; adept with public.
- *Performs other duties as assigned.

SPREADSHEET SPECIALIST

- *Performs mathematical functions and produce graphs.
- *Other analytical functions as required.
- *Ability to set up or reformat electronic spreadsheets utilizing PC software (i.e. Lotus 1-2-3, Visicalc. Excel).

LEGAL SECRETARY

- *Composes and prepares routine correspondence for signature.
- *Prepares routine legal documents including warrants, complaints, summons, indictments and papers for filing and serving.
- *Opens, dates and routes mail according to instructions concerning destination.
- *Sends acknowledgements or selects form letters in response to inquiries in accordance with standard instructions.
- *Maintains organizational files and records.
- *Maintains control files for matters in progress and follow up such as appointments, tickler files itineraries, telephone logs, etc.
- *Receives and screens office visitors and telephone calls.
- *Arranges for meetings and conferences and takes notes.
- *Takes and transcribes dictation from electronic dictating equipment.
- *Exhibits poise and self-confidence under pressure; excellent interpersonal skills; adept with public.
- *Devises, sets up, records, and performs on a power keyboard, a variety of dictated or written materials, including legal documents; repetitive letters; complex, priority and confidential items, using a variety of dictation, transcription and word-processing equipment.
- *May require certification as a notary public.

PARALEGAL

- *Assists with all aspects of legal research.
- *Researches public documents, records, and law books for case preparation.
- *Contacts clients for information needed for specific cases.
- *Analyzes and follows procedural problems that arise in various situations.
- *Requires knowledge of law, legal procedures, legal terminology, and must be able to apply this knowledge.
- *Must exercise discretion and confidentiality.
- *Prepares probate inventories, inheritance, or income tax returns.
- *Attends formal meetings with clients and may be required to be present at court proceedings.
- *Preparation of a variety of legal documents.
- *Performs related duties as assigned.

RECORDS MANAGEMENT

- *Experienced in all aspects of records management, including automated filing systems, laser and optical disc conversions, records conversion, etc.
- *Checks, analyzes and classifies, alphabetizes materials, conducting limited research as necessary.
- *Prepares reports involving tabulations or posted data and simple arithmetic calculations.
- *Conducts research of records for information relating to taxes, titles, judgements, verifications, or location of other records or information.
- *May require specialized terminology such as medical, legal, financial, etc.

DESKTOP - PUBLISHING SPECIALIST

- *Experience in all areas of desk top publishing software.
- *Ability to produce documents of high quality with no errors.
- *Works with little or no supervision.

DATA ENTRY OPERATOR I

- *Operates one or more of the following types of data entry terminals: keypunch, stand-alone, key/disk, interactive or intelligent. Able to enter, retrieve, edit and store data.
- *Keys from simple source documents at 7000 to 10,000 keystrokes.

DATA ENTRY OPERATOR II

*Operates one or more of the following types of data entry terminals: keypunch, stand-alone, key/disk, interactive or intelligent. Able to enter, retrieve, edit and store data.

*Keys from all types of source documents from simple to complex.

*Keys in excess of 10,000 keystrokes.

CASHIER

*Receives cash from customers or employees in payment for goods or services and records.

*Provides receipts.

*Uses adding machines or cash register.

*Minimum six months' experience or equivalent education.

ACCOUNTING CLERK I

*Ability to use posting, adding, or calculating machine.

*Maintains or assists in the maintenance of general ledger or subsidiary records of financial transactions.

*Reviews and classifies financial data and verifies mathematical computations.

*Prepares standard financial reports from maintained records.

*Maintains records of receipts and obligations.

*Audits and prepares vouchers for payment.

*Examines checks, vouchers, and other documents for conformance with established laws and regulations.

*Prepares payroll and wage records and makes computations to determine additions or deductions.

*Performs related duties as required.

FISCAL TECHNICIAN I

*Under the direction of supervisor performs assigned duties relating to accounts payable, payroll, and inventory functions involving reviewing of all financial and statistical vendor and employee records and related work.

*Maintains complex set of financial accounting codes as required by State Law and administrative requirements.

*Reviews accounts payable invoices for accuracy, assigns vendor numbers, and verifies purchasing procedures to include correct accounting code.

*Enters and verifies invoice/vendor data placed into computer; generates payable recap for review.

*Researches vendor accounts to handle inquiries either by telephone, correspondence, or direct personal contact.

*Pays vendors upon approval; processes routine monthly payments as approved by supervisor.

*Generates monthly management reports and reports for outside governmental agencies.

*Compiles and generates monthly inventory control reports in conjunction with Purchasing/Supply Control.

BANK RECONCILIATION CLERK

*Assists in balancing accounts by running tapes, proofreading, etc.; prepares summary of balances, cost information, or other reports as requested for use of supervisor in financial statement.

*Reconciles bank statements.

*Verifies computer printouts reflecting status of accounts.

*Prepares summary sheet or other work papers for use of supervisor or auditors in preparing comprehensive financial statements.

*Performs all payroll functions from time sheets through pay checks.

*Gathers, tabulates, proofreads and generates financial data and reports.

*Assists Supervisor as required.

*Audits and proofs accounting or other reports for clerical accuracy and conformance to State and agency procedures.

*Requires the following abilities:

- Working knowledge of accounting practices and accepted office procedures.
- Ability to perform a volume of numeral detail work accurately and to make difficult mathematical computations with and without mechanical assistance. Ability to operate a calculator by touch.
- Ability to understand and follow complex oral and written instructions and technical terminology.

*Reviews and reconciles payroll and cash disbursement accounts.

*Reviews Accounts Payable aging and vendor statements for problems.

FISCAL TECHNICIAN II

*Checks and approves all vouchers for payment, i.e., prices, extensions, and purchase orders; prepares invoice deduction notices.

*Audits freight bills against freight manifests.

*Answers vendor inquiries.

*Analyzes vendor accounts and negotiates extended terms with vendors when cash is restricted.

*Prepares accounts payable checks monthly.

*Submits jobs for computer requests as required.

*Prints all accounts payable reports and maintains all accounts payable files.

*Prepares analysis of accounts and assists in monthly closings.

- *Develops solutions to a variety of problems requiring use and application of accounting concepts, practices, and techniques as they relate to the agency.
- *Prepares daily cash deposits and fills out cash control sheet daily.
- *Enters finalized cash receipts and updates the Accounts Receivable subsidiary ledger by client.
- *Obtains and mails invoice copies for clients/citizens.
- *Processes daily deposits.
- *Files check stubs and bank receipts in the receipt box for the current month.
- *Researches and processes citizen claims of invoice payments.
- *Researches and processes charge backs, bad checks, etc., and enters same into Accounts Adjustment Control log.
- *Answers accounts receivable telephone inquiries and follows up.
- *Calls and/or mails correspondence to clients/citizens as necessary in order to update accounts.
- *Serves as backup for the Assistant Controller.
- *Collects various accounting data to prepare and analyze financial income and other accounting statements and reports.
- *Requires the following abilities:
 - Working knowledge of accounting theories, practices, and office procedures.
 - Ability to perform a volume of numerical detail work accurately and to make difficult mathematical computations with and without mechanical assistance; ability to operate calculator by touch.
 - Ability to understand and follow complex oral and written instructions and technical terminology.

FISCAL ANALYST I

- *Under general supervision, performs general cost accounting, payroll functions, maintains accounting records and other related duties in daily administration of accounting department.
- *Maintains general ledger to include preparation of journal entries, coding of invoices, account analysis and reconciliation, and monthly closing of books.
- *Coordinates monthly financial statements to include preparation of monthly balance sheets, income statements, reports on changes in financial position/budget variations. Prepares monthly inventory evaluations. Maintains related records.
- *Prepares or assists with the preparation of quarterly reports.
- *Evaluates subsidiary journals for obvious errors and omissions and enters corrected Data into General Ledger. Performs all tasks associated with General Ledger, i.e. Enters monthly journal entries, executes monthly closing entries, executes month end General Ledger (by cost and by natural account).
- *Assists outside auditors at year end to include preparing schedules, invoices; provides explanations of supporting materials and procedures. Prepares any other necessary data.
- *Annually, files all appropriate tax forms and reports with designated agencies.
- *Prepares trial balances.

- *Performs secretarial functions as needed for assigned staff members.
- *Develops and analyzes spreadsheets.
- *Reviews, redesigns and enhances within departmental guidelines the on-line financial statements to insure that information reported properly reflects financial position.
- *Maintains records of all financial documents with appropriate supporting materials. Updates records as necessary.
- *Reviews supporting schedules to insure that agency's accounting practices are maintained; makes recommendations for improvement where applicable.
- *Recommends, designs and implements necessary agency controls.
- *Reconciles daily cash flow statements and monitors reconciliation of monthly bank statements.
- *Monitors accounts payable duties such as verifying all invoices for payment; ensures expenditures are charged to appropriate accounts.
- *Monitors account receivable collection from individuals and/or institutions; interfaces with banks. Monitors reconciled accounts.
- *Monitors performance of bank reconciliation monthly; verifies deposit; addresses questions and problems from banking institutions as needed
- *Maintains payroll to include maintenance of all records; processing paychecks; computation of Federal and State liability.
- *Audits and proofs accounting reports for clerical and conformance to State procedures.
- *Maintains cost system, allocating expenditures to accounts in accordance with established procedures.
- *Maintains perpetual inventory of supplies and materials and assists in taking physical inventory.
- *Requires the following abilities:
 - Working knowledge of accounting theories and practices, and accepted office procedures.
 - Ability to perform volume of numerical detail work accurately, to make mathematical computations with and without mechanical assistance, and to operate a calculator by touch.
 - Ability to understand and follow complex oral and written instructions and technical terminology
 - Ability to write legibly.
 - Ability to establish and maintain effective working relationships with co-workers, a variety of governmental employees and officials, and the general public.
 - Leadership/supervisory abilities.

DOCENT

- * Lead tours for museum or other similar venue
- * Engage visitors in conversations and dialogues regarding the museum's collections and history.
- * Ensure memorable and positive visit, including ensuring comfort safety of visitors while fostering educational growth.
- * Serve as liaison between staff and visitor.

Blue Collar Positions:

DRIVER – Blue Collar Position

- *Performs driving duties for all vehicles not exceeding 24,000 lbs.

*Maintains routine records/logs.

*May also be required to perform light or heavy labor.

*Responsible for checking vehicle fuel and oil.

*Possesses above average inter-personnel skills for public contact.

CASUAL LABOR (LIGHT)

*Semi-skilled or non-skilled physical light labor duties under direct supervision.

*May include lifting of less than 35 pounds.

CASUAL LABOR (HEAVY)

*Performs manual work with supervision.

*May include lifting 36 pounds or more

*Must be willing to perform sustained work of a physical nature that includes heavy lifting, moving of furniture, etc.

CUSTODIAL SERVICES/LABOR

* Sweeping/Vacuuming

* Empty Trash & Recycle Bins

* Waxing Floors

* Spot Cleaning Carpet

* Cleaning Bathrooms