A G E N D A

OCONEE COUNTY COUNCIL MEETING - TUESDAY, OCTOBER 5, 1993

7:00 PM

1. Call to Order

2. Invocation

3. Approval of Minutes of Regular Meeting Held September 21, 1993

4. Approval of Minutes of Special Meeting Held September 28, 1993

5. Consideration of Extension of I & I Grant - Mr. Robert Winchester, Sewer Commission Director

6. Consideration of Sewer Commission Budget Matters - Mr. Robert Winchester, Sewer Commission Director

7. First Reading of Ordinance 93-8, "An Ordinance Approving the Financing of the Acquisition, Construction and Equipping of Certain Sewer Treatment Facilities in Oconee County, South Carolina, Through the Borrowing of Dollars From the State Water Pollution Control Revolving Fund, by Agreement with the South Carolina Water Quality Revolving Fund Authority, Pursuant to Title 48, Chapter 5, Code of Laws of South Carolina 1976, as Amended; Providing for the Agreement to Make and to Accept a Loan, the Execution and Delivery of a Loan Agreement Between Oconee County and the South Carolina Water Quality Revolving Fund Authority, the Execution and Delivery of a Promissory Note From Oconee County to the South Carolina Water Quality Revolving Fund Authority; and Other Matters Relating Thereto" in title only - Mr. Robert Winchester, Sewer Commission Director

8. Discussion Regarding Solid Waste Advisory Committee - Mr. Stan McAlister, Chairman

9. Discussion Regarding Mapping of Property - Ms. Sallie Honea

10. Consideration of JTPA Program Application for Private Industry Council Certification

11. Old Business

12. New Business

13. Adjourn

*6:45 PM*** Administrative Briefing

(All Meetings Open to Public)

MEMBERS, OCONEE COUNTY COUNCIL

Mrs. M. Fran Burrell, District I Mr. Harrison E. Orr, District II
Mr. Michael E. Harper, District III Mr. Roy B. Strickland, District IV
Mr. Alton K. Williams, District V

MINUTES, OCONEE COUNTY COUNCIL MEETING

The regular meeting of the Oconee County Council was held Tuesday, October 5, 1993 at 7:00 PM in Council Chambers with all Council Members and the County Attorney present.

Members of the press notified (by mail): Journal/Tribune, Keowee Courier, Westminster News, Anderson Independent, Greenville News, WGOG Radio, WBFM Radio, WCCP Radio, WZLI/WLET Radio, WYFF TV, & WLOS TV. — Press

Members of the press present: Ashton Hester - Keowee Courier & Eric Gorsky - Anderson Independent.

The meeting was called to order by Supervisor Chairman Crain who welcomed the guests and media. — Call to Order

The invocation was given by Mrs. Burrell. — Invocation

Mr. Williams made a motion, seconded by Mrs. Burrell, approved 5 - 0 that the minutes of the regular meeting held September 21, 1993 be adopted as printed. — Minutes (9/21/93)

Mr. Orr made a motion, seconded by Mrs. Burrell, approved 5 - 0 that the minutes of the special meeting held September 28, 1993 be adopted as printed. — Minutes (9/28/93)

Mr. Robert Winchester, Sewer Commission Director, and Mr. Howard Adams, Sewer Commission Chairman, requested that the attached request from the City of Westminster for a one (1) year extension and the City of Walhalla for a thirty (30) day extension of the I & I grant be allowed. — Sewer (I & I)

Mr. Williams made a motion that this request be denied and the cities be requested to refund the funds back to the county. This motion died for lack of a second.

Mr. Harper made a motion, seconded by Mr. Strickland, approved 4 - 1 (Mr. Williams voting against) that the request be granted.

Mr. Winchester & Mr. Adams also requested that the Sewer Commission be given the authorization to transfer money from the contingency fund within the Sewer Commission budget when needed and that they be given the authorization to make reappropriations between line items in order to keep line items from exceeding their allocated amounts. (See attached request) — Sewer (Budget)

Mr. Orr made a motion that this request be denied. This motion died for lack of a second.

Mrs. Burrell made a motion, seconded by Mr. Harper that the request be granted.

Mr. Cain, County Attorney, stated he felt Council should take the request and review the ordinance creating the Sewer Commission before adopting such a motion to make sure that it did not conflict with the ordinance creating the Sewer Commission.

Mr. Strickland made a motion, seconded by Mr. Harper, approved 4 - 1 (Mr. Orr voting against) that the motion be amended to take effect upon review and approval of the County Attorney.

The motion was then adopted 4 - 1 (Mr. Orr voting against).

Solid Waste

Mr. Strickland made a motion, seconded by Mrs. Burrell, approved 5 - 0 that the Solid Waste Advisory Council remain intact for at least six (6) months after December 22, 1993 to advise Council regarding the implementation of the solid waste regulations.

Mapping

Ms. Sallie Honea addressed Council regarding the mapping of her property on the tax maps in the Oconee County Assessor's Office. Mr. Cain, County Attorney, informed Council they had no jurisdiction over this matter.

JTPA

Mr. Williams made a motion, seconded by Mr. Strickland, approved 5 - 0 that the JTPA Program Application for Private Industry Council Certification be adopted.

Solid Waste

To Mr. Strickland's inquiries, Mr. Crain informed those present that the portion of the Oconee County budget that is mandated by state and federal regulations is greater than 65%, the budget was approved before the county knew the extension on the Seneca Landfill would be granted, if the budget was rescinded, the county could not comply with the solid waste management act, Oconee County had to move quickly to comply with the solid waste management act as the permit for our landfill expires February 11, 1994 and some of the counties' permits do not expire that quickly, also the City of Seneca was the last of the three counties to accept the I & I grant but the other two (2) cities were unable to obtain funds to correct their I & I problems.

LEC (Humane)

The Law Enforcement, Safety, Health, Welfare, referred the attached proposed Animal Control Ordinance to the county attorney for review.

Mr. Crain informed Council that it was the recommendation of the Law Enforcement, Safety, Health, Welfare & Services Committee that Council endorse the concept of putting $100,000 in the 1994-95 budget for the organization of station number 17 to operate under the guidelines in the Rural Fire Departments Rules and Regulations. This recommendation was adopted unanimously by Council. LEC

Mr. Strickland made a motion, seconded by Mr. Orr, approved 5 - 0 that the attached transfer for the Supervisor's Office be adopted. Supervisor (Transfer)

Mr. Crain also informed Council one of the county employees had a statement from a physician regarding the type chair needed to alleviate a physical problem and this chair will be purchased from the ADA line item. ADA

Mrs. Burrell made a motion, seconded by Mr. Strickland, approved 4 - 0 (Mr. Orr abstaining) that Mr. Orr be appointed as an ex officio liaison between Oconee County and the Metropolitan Arts Council. Arts

Mr. Robert Winchester, Sewer Commission Director, and Mr. Howard Adams, Sewer Commission Chairman, informed Council that if the Sewer Commission could not bring sludge to the landfill after October 9, 1993 it would cost the commission approximately $233,000 per year to dispose of the sludge outside the county. Sewer Commission

After discussion, Mr. Orr made a motion that Council back the administrative decision not to accept any sludge in the landfill after October 9, 1993. This motion died for lack of a second.

After further discussion, Mr. Strickland made a motion, seconded by Mr. Orr that the county not accept any sludge after October 9, 1993. This motion was adopted 3 - 2 with Mr. Orr & Mr. Strickland voting for, Mr. Harper & Mrs. Burrell voting against, Mr. Williams abstaining and Mr. Crain breaking the tie by voting in the affirmative.

To Mr. Harper's inquiry regarding the clause in the Seneca Landfill lease to accept the City of Seneca's municipal waste at no charge to the city, Mr. Cain informed Council the county would have to honor contractural agreements.

Adjourn: 9:15 PM

Norman D. Crain
Supervisor-Chairman
Oconee County Council

OCSC
Oconee County Sewer Commission
623 Return Church Road • Seneca, South Carolina 29678
803-972-3900

M E M O R A N D U M

TO: Norman Crain & County Council

FROM: Howard Adams

Subject: I/I Grant Extension

DATE: October 5, 1993

The Sewer Commission voted at the October 4, 1993 meeting to recommend the attached I/I Grant extension requests from Westminster and Walhalla.

Westminster is requesting a one year extension.

Walhalla is requesting a thirty day extension.

Please consider this request at the October 4th. Council meeting.

Thanks for your cooperation.

cc: Commissioners

FILE: INFLOW, Winchester, Wl

City of Walhalla

101 East Main Street • Post Office Box 1099
Walhalla, South Carolina 29691

Telephone: (803) 638-4343 FAX: (803) 638-4356

September 17, 1993

Mr. Bob Winchester
Oconee County Sewer Commission
Route 6, Box 525
Seneca, S.C. 29678

Re: City of Walhalla
I & I Grant

Dear Mr. Winchester:

The City of Walhalla requests an extension of one month due to a scheduling problem with one of our final projects. While the City has approved and issued a purchase order for the project and committed the funds, this specialty rehabilitation method is much in demand, and requires "waiting in line" for their equipment. The company; Insituform, feels that the work should be completed in one week, but in the month of October.

Please let me know if we can proceed with this project because the City could not afford to do this without this County money.

Sincerely,

George K. Milam

George K. Milam, P.E.
City Engineer

cc: Lamar Bailes
Tally Grant
Tommy Crumpton
Vickie Satterfield
Pat Melton

City of Westminster
P.O. Box 399
Westminster, S.C. 29693

To: Oconee County Council
Subject: I & I Grant Extension

The Westminster CPW respectfully requests an extension for expenditures of I & I Grant monies.

Westminster has and is doing all I & I work inhouse. We have continued this program with an attitude of confidence and restraint in an attempt to make sure this money is well spent. We have not used any contract labor and have made great progress. Our greatest concern is to make the best use of the money since this is an I & I problem that every city has and must attempt to solve.

Westminster respectfully requests a one year extension.

Thank you,

Ted Phillips
Mayor, City of
Westminster

OCSC

Oconee County Sewer Commission

623 Return Church Road • Seneca, South Carolina 29678
803-972-3900

October 5, 1993

M E M O R A N D U M

TO: Oconee County Council

FROM: Howard S. Adams, Chairman, and Members of the Oconee County Sewer Commission

SUBJECT: Budget Line Item Transfers

In the past County Council has annually approved the Oconee County Sewer Commission's fiscal year budget. During the year the Sewer Commission has made reappropriations within line items and transferred from the Contingent Fund to line items as needed for unbudgeted expenditures.

Based upon recommendation from our accountant, Mark Payne from Byerley & Payne, CPA., PA., in order to be legal the Sewer Commission must obtain authorization from County Council to make these line item transfers.

The Oconee County Sewer Commission requests formal approval from County Council for the following:

1) Authorization to transfer money from the Contingent Fund when needed, which will increase the line item for which it is designated.

2) Authorization to make reappropriations between line items in order to keep line items from exceeding their allocated amounts.

Please note that these authorizations would <u>not</u> increase the total budget. If the total budget should need to be increased for any reason in the future, this would be submitted for County Council approval.

Thank you for your consideration.

/kh

TITLE TO REAL ESTATE. MM

WILSON, BURN & CHERVILLE CO., MANUFACTURING STATIONERS, CHARLESTON, S. C.

A. Zimmerman

TO

F.C. Davis

CONVEYANCE TO One lot in Westminster

The State of South Carolina.
County of Oconee

KNOW ALL MEN BY THESE PRESENTS:

That I A Zimmerman of Oconee County in the State aforesaid for and in consideration of the sum of Three Hundred and no/100 Dollars, to me in hand paid at and before the sealing of these Presents, by F.C. Davis (the receipt whereof is hereby acknowledged) have granted, bargained, sold and released, and by these Presents do grant, bargain, sell and release unto the said F.C. Davis

All that certain lot of land situate lying and being in the town of Westminster County and State aforesaid fronting One hundred (100) feet on Lewis Street and running back One hundred eighty seven (187) feet to lot of H R Hyle

TOGETHER with, all and singular, the Rights, Members, Hereditaments and Appurtenances to the said Premises belonging, or in anywise incident or appertaining.

TO HAVE AND TO HOLD, all and singular, the said Premises before mentioned unto the said F.C. Davis - his Heirs and Assigns forever.

AND I do hereby bind myself and my Heirs, Executors and Administrators, to warrant and forever defend, all and singular, the said premises unto the said F. C. Davis his Heirs and Assigns, against me and my Heirs, and against every person whomsoever lawfully claiming, or to claim the same, or any part thereof.

WITNESS my hand and seal this 15th day of June in the year of our Lord one thousand nine hundred and nine and in the one hundred and 134th year of the Sovereignty and Independence of the United States of America.

Signed, Sealed and Delivered in the Presence of

J. J. McSeekey
J. D. Breazeale

A. Zimmerman (SEAL.)
(SEAL.)

THE STATE OF SOUTH CAROLINA
COUNTY OF OCONEE.

PERSONALLY appeared before me J. J. McSeekey and made oath that he saw the within named A. Zimmerman sign seal, and as his act and deed, deliver the within written Deed; and that he, with J. D. Breazeale witnessed the execution thereof.

SWORN to before me this 16 day of June A. D. 1909.
J. D. Breazeale (SEAL.)
Notary Public, S. C.

J. J. McSeekey

THE STATE OF SOUTH CAROLINA
COUNTY OF OCONEE.

RENUNCIATION OF DOWER.

I, J. J. Breazeale do hereby certify unto all whom it may concern that Mrs. Anna Zimmerman the wife of the within named A. Zimmerman did this day appear before me, and upon being privately and separately examined by me, did declare that she does freely, voluntarily and without any compulsion, dread or fear of any person or persons whomsoever, renounce, release and forever relinquish unto the within named F. C. Davis his Heirs and Assigns, all her interest and estate, and also all her right and claim of Dower, of, in or to all and singular the premises within mentioned and released.

Given under my hand and seal this 16 day of June A. D. 1909.
J. D. Breazeale (SEAL.)
Notary Public, S. C.

Anna Zimmerman

Recorded this 14th day of Feb 1910, and certified. John F. Craig C. C. P. & G. S
Delivered to ..... day of 191

J. PAT MILEY
Attorney at Law
Walhalla, S. C.

State of South Carolina,
County of Oconee

WHEREAS, F. C. Davis, late of the County of Oconee, of the State of South Carolina, died intestate during the year 1947 seized and possessed of the lands hereinafter described and leaving as his sole and only heirs at law his widow, Mamie Hesse Davis, and one child, Willie Mae D. Patrick; and

WHEREAS, Mamie Hesse Davis died intestate on or about November 29th, 1949 leaving as her sole and only heir at law her daughter, Willie Mae D. Patrick; and

WHEREAS, the Estate of Mamie Hesse Davis was duly administered in the Probate Court of Oconee County; and

WHEREAS, Willie Mae D. Patrick as the sole surviving heir of F. C. Davis and Mami Hesse Davis now desires to sell and convey the lands and improvements thereon unto Lois D. Rothell;

NOW THEREFORE,

Know All Men by These Presents, That I, WILLIE MAE D. PATRICK,

in the State aforesaid, for and in consideration of the sum of Eight Thousand Five Hundred Dollars ($8,500.00), to me paid by LOIS D. ROTHELL in the State aforesaid (the receipt whereof is hereby acknowledged), have granted, bargained, sold and released, and by these presents do grant, bargain, sell and release unto the said

LOIS D. ROTHELL, her heirs and assigns forever:

All that certain piece, parcel or lot of land situate, lying and being in the State of South Carolina, County of Oconee, Town of Westminster, fronting on Isundega Street a distance of 100 feet and running back a depth of 187 feet and bounded on the north by the Stella Marett lot, on the east by Isundega Street, on the south by other lands of Willie Mae D. Patrick, and on the west by the W. R. Doyle lot, now property of England, and being the identical lot conveyed to F. C. Davis by deed of A. Zimmerman dated June 15th, 1909 and recorded in Deed Book MM, page 35, office of the Clerk of Court of Ocon County, South Carolina.

1-12-71

005974

*Where Realty is Located in Another County, File Separate Form in Triplicate For Each Such County.
(So. Car. Code References. Section 15-481 and 60-1581 BOOK 436 PAGE 45

STATE OF SOUTH CAROLINA,
COUNTY OF OCONEE

IN THE PROBATE COURT

DEVISE/DESCENT OF REAL ESTATE
AND DESCRIPTION

Estate Classification: TESTATE

BY: Lois S. Rothell DECEASED OWNER – AS GRANTOR

TO:
DEVISEE/HEIR-AT-LAW
–AS GRANTEE

Beatrice S. Mason
207 Isundega St.
Westminster, S. C.

DESCRIPTION

Briefly include sufficient information to designate and locate real estate, such as number of acres or lots, lot numbers, name of subdivision, street address, city or parish, county, etc.

The Estate of Lois D. Rothell located in Oconee County, Westminster, South Carolina fronting on Isundega St. a distance of 100 feet and running back a depth of 187 feet.

Recorded this 19 day of Nov
A. D., 19 85 in Vol. 436
Page 45 and Certified:
Sallie C. Smith
C.C.O.P.G.S.
Oconee County, S.C.

FILED FOR RECORD
OCONEE COUNTY
S.C.
Nov 19 10 05 AM '85
SALLIE C. SMITH
CLERK OF COURT

Recorded this 20
day of Nov 1985
Book 85 Page 1993
Fee $
Kenneth E. Williams
Auditor
Oconee County, S. C.

FILED BY: BEATRICE S. MASON – 207 Isundega St., Westminster, S.C. 29693
AS Executrix OF THE SUBJECT ESTATE.
Date Nov. 19 1985

CWOTI

BOOK 522 PAGE 76

STATE OF SOUTH CAROLINA)
COUNTY OF OCONEE)

TITLE TO REAL ESTATE

KNOW ALL MEN BY THESE PRESENTS, That I, BEATRICE S. MASON, in the State aforesaid, for and in consideration of Ten and 00/100 ($10.00) Dollars and other considerations (see affidavit on file), to me in hand paid by SALLY C. HONEA, in the State aforesaid, (the receipt whereof is hereby acknowledged), have granted, bargained, sold and released, and by these presents do grant, bargain, sell and release unto the said SALLY C. HONEA, her Heirs and Assigns forever, the following described property, to wit:

ALL that certain piece, parcel or lot of land situate, lying and being in the State of South Carolina, County of Oconee, Town of Westminster, fronting on Isundega Street a distance of 100 feet and running back a depth of 187 feet and bounded on the north by the Stella Marett lot, on the est by Isundega Street, on the south by other lands of Willie Mae D. Patrick, and on the west by the W. R. Doyle lot, now property of England, and being more particularly described on plat of survey prepared by James G. Hart, RLS #6674, dated December 1, 1987 and recorded herewith in Plat Book P-55 at page 267, in the office of the Clerk of Court for Oconee County, South Carolina. Reference is craved to said plat for a more accurate description thereof.

OCONEE COUNTY
Doc. Tax in Am't
of $34.10 Collected

Grantees' Address:
Isundega St.
Westminster, S.C. 29693

TOGETHER with all and singular, the rights, members, hereditaments and appurtenances to the said premises belonging or in anywise incident or appertaining.

TO HAVE AND TO HOLD all and singular the premises before mentioned unto the said SALLY C. HONEA, her Heirs and Assigns forever.

FILED FOR RECORD
OCONEE COUNTY
S.C.
Dec 29 11 30 AM '87
SALLY C. HUNT
CLERK OF COURT

AND I do hereby bind myself, my Heirs, Executors and Administrators, to warrant and forever defend all and singular the said premises unto the said SALLY C. HONEA, her Heirs and Assigns forever, against me and my Heirs and against every person whomsoever lawfully claiming, or to claim, the same or any part thereof.

WITNESS my Hand and Seal this 1st day of December, in the year of our Lord one thousand nine hundred and eighty-seven (1987) and in the two hundred twelfth year of the Sovereignty and Independence of the United States of America.

Signed, Sealed and Delivered
in the presence of:

Sandra B. Cox

Beatrice S. Mason (SEAL)
Beatrice S. Mason

Miriam P. Nicholson

STATE OF SOUTH CAROLINA)
) PROBATE
COUNTY OF OCONEE)

PERSONALLY appeared before me the undersigned witness and made oath that he saw the within named Grantor sign, seal and as her act and deed, deliver the within Deed for the uses and purposes therein mentioned, and that he with the other witness hereinabove subscribed witnessed the execution thereof.

SWORN to before me this 1st
day of December, 1987.

Sandra B. Cox

Miriam P. Nicholson (LS)
Notary Public for South Carolina
My Commission Expires: _____

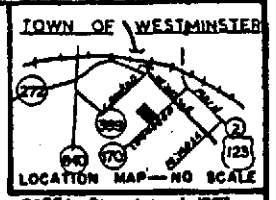
Beatrice S. Moore to (BR 522 pg 76)

PROPERTY OF SALLY C. HONEA

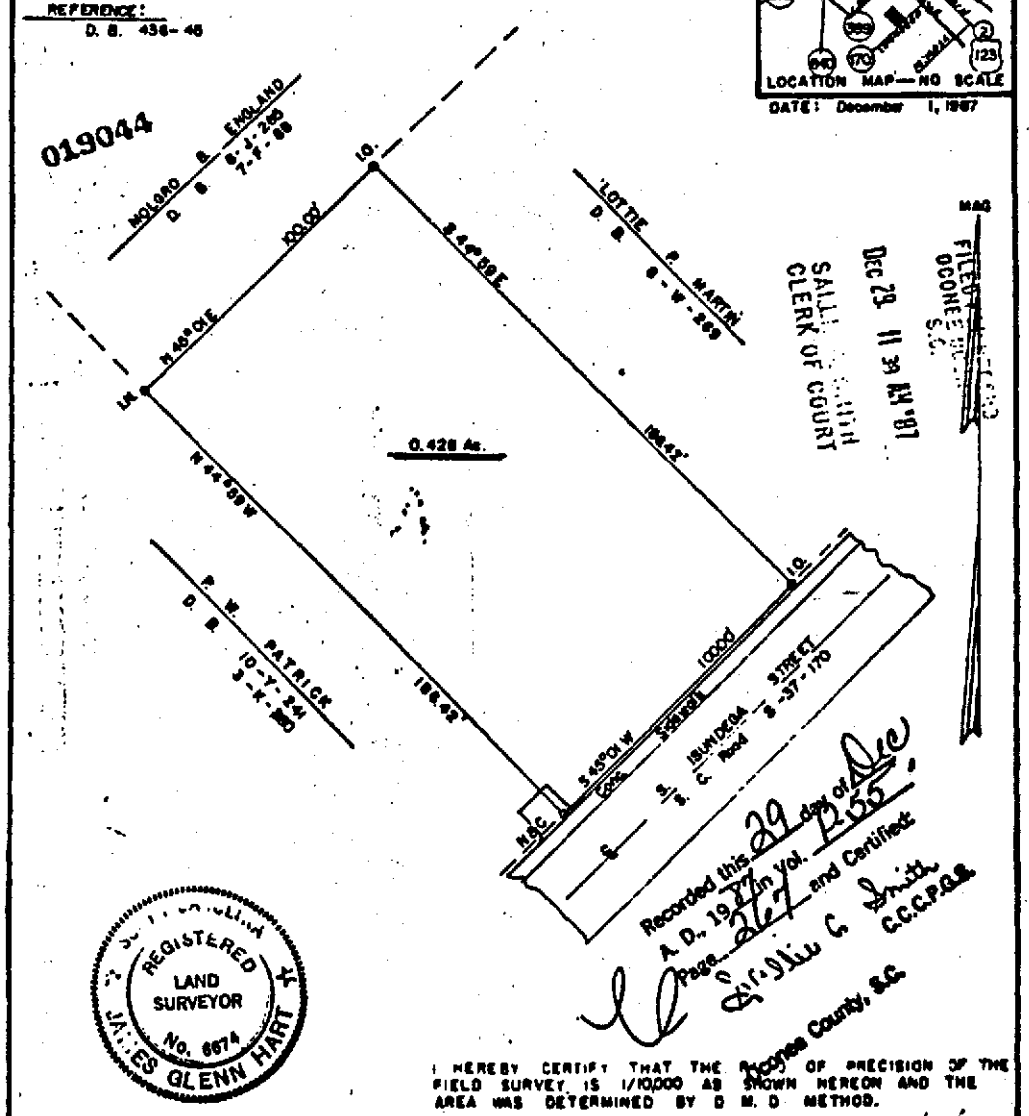
TUGALOO TOWNSHIP — OCONEE COUNTY — SOUTH CAROLINA

REFERENCE: D. B. 436-46

019044



DATE: December 1, 1987



Recorded this 29 day of Dec, A. D., 1987 in Vol. B55 Page 267 and Certified

Sally C. Smith C.C.C.P.&R.

Oconee County, S.C.

I HEREBY CERTIFY THAT THE RATIO OF PRECISION OF THE FIELD SURVEY IS 1/10,000 AS SHOWN HEREON AND THE AREA WAS DETERMINED BY D. M. D. METHOD.

SURVEYED BY JAMES G. HART

REG. L. S. #6674

RTE. #8 BOX #449

SENECA, S. C. 29678

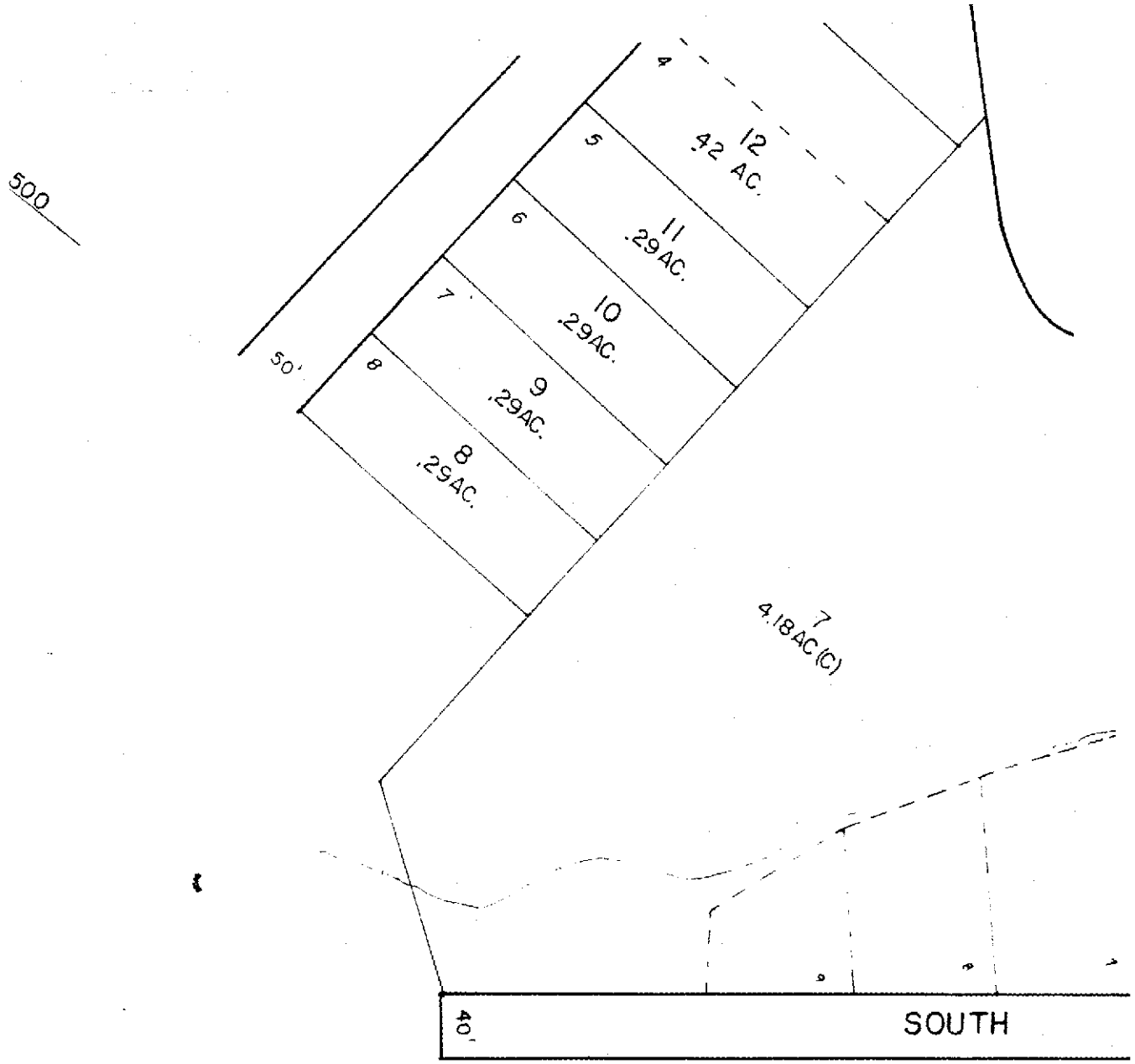
TELEPHONE 882-6266

40 0 40 80

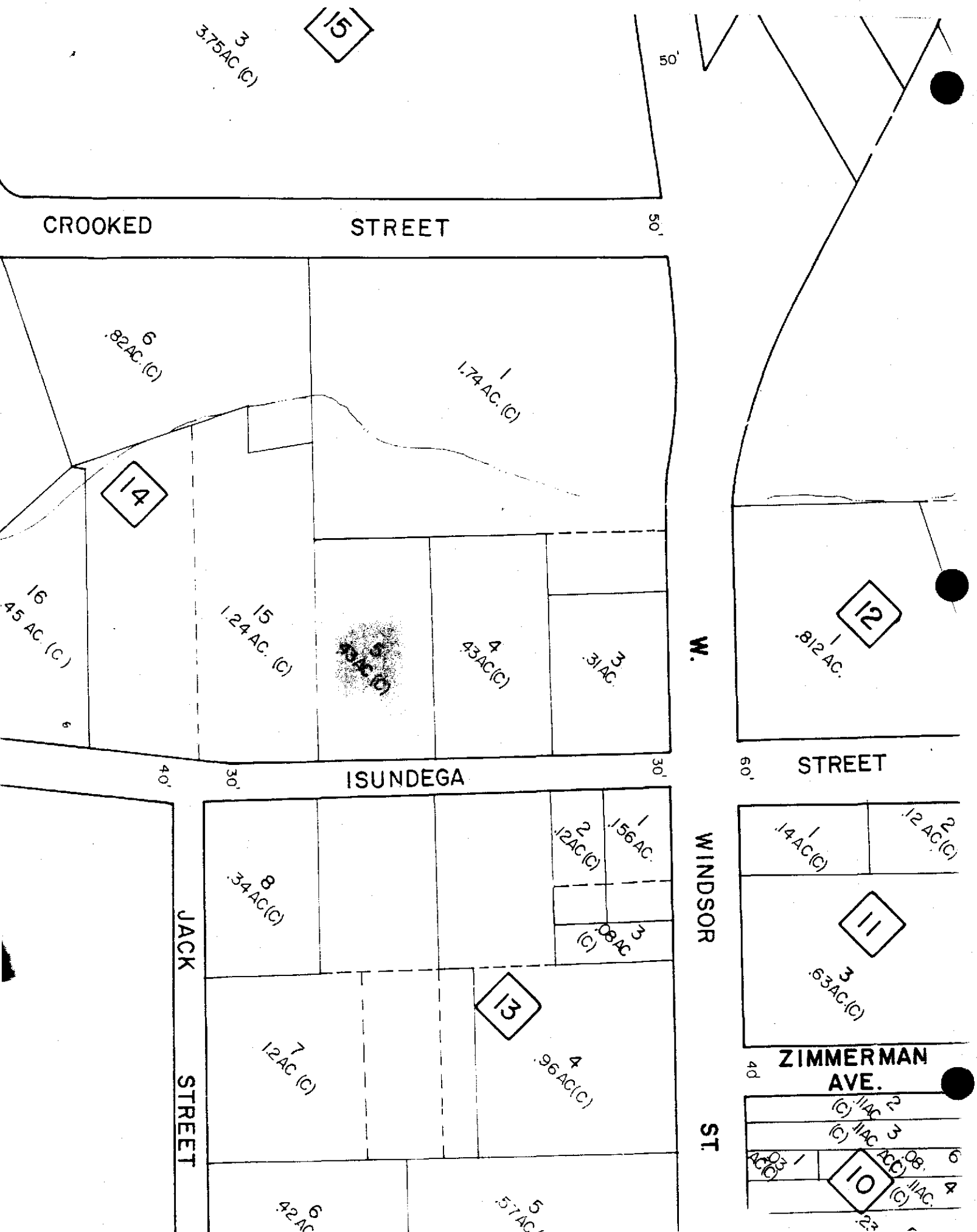
SCALE: 1" = 40'

TAX MAP 530-11-14-005

PLAT PREPARED FOR: T.J. ENGLAND


500
50'
4
5
6
7
8
12
.42 AC.
11
.29AC.
10
.29AC.
9
.29AC.
8
.29AC.
7
4.18AC(C)
40'
SOUTH

530-11


15
3
3.75AC (C)
50'
CROOKED
STREET
50'
6
.82AC. (C)
1
1.74 AC. (C)
14
16
.45 AC. (C)
15
1.24 AC. (C)
5
.53AC (C)
4
.43AC(C)
3
.31AC.
W.
12
1
.812 AC.
40'
30'
ISUNDEGA
30'
60'
STREET
2
.12AC(C)
1
.156AC.
8
.34AC(C)
3
.08AC
(C)
WINDSOR
1
.14AC(C)
2
.12 AC(C)
11
3
.63AC.(C)
JACK
STREET
13
7
.12AC (C)
4
.96AC(C)
ZIMMERMAN
AVE.
40'
2
.11AC
(C)
3
.11AC
(C)
6
.08
AC(C)
1
.03
AC(C)
10
4
.11AC.
(C)
.23
6
.42 AC
5
.57 AC
ST.

UNEMPLOYMENT INSURANCE

JOB SERVICE

South Carolina

Employment Security Commission

COMMISSION
C. Lem Harper Sr., Chairman
737-2655
Samuel R. Foster, Vice-Chairman
737-2656
J. William McLeod, Commissioner
737-2652

1550 Gadsden Street
Post Office Box 1406
Columbia, SC 29202

EXECUTIVE DIRECTOR
Robert E. "Jack" David
737-2617

COPY

STATE JTPA INSTRUCTION NUMBER: SDA 93-009

TO: Chief Elected Officials of South Carolina Service Delivery Areas (SDAs)

THROUGH: SDA Administrators

SUBJECT: The PIC Certification Process

DATE ISSUED: September 17, 1993

EFFECTIVE DATE: July 1, 1993

EXPIRATION DATE: Indefinitely

Purpose

Pursuant to Section 628.410 of the Interim Final Regulations, the Governor must certify the Private Industry Council according to the provisions of Section 102 of the Job Training Partnership Act. The purpose of this instruction is to transmit PIC Certification requirements. State JTPA Instruction SDA 91-016, issued on February 5, 1992, is hereby canceled.

Instruction

The PIC certification process includes the following areas:

1. Certification of the Membership
   Written statement of the PIC composition including names of individuals nominated and their qualifications

2. Description of the PIC's Nomination Procedures
   Can require assurance that nomination and recommendation procedures have been duly followed.

3. Review and validation of the PIC/Leo agreement
   Procedures for development of the job training plan and the selection of the grant recipient and administrative entity

4. Description of an organizational structure and operational plan that describes how the PIC will govern itself
   - mission statement
   - committee structure
   - staffing
   - budget
   - policies: schedule of meetings, quorum, conflict of interest (627.420)
   - modification of the PIC operating plan

Detailed instructions for each area are provided below.

I. The Private Industry Council

Every service delivery area (SDA) must have a Private Industry council (PIC) which is selected in accordance with the provisions delineated below.

A. Composition

1. Private Sector Representation

   - Majority of the members of PIC must be representatives of the private sector.

   - Such private sector representatives are to be owners of business, chief executive or operating officers of non-governmental employers, or other

private sector executives who have substantial management or policy responsibility.

- Private sector representatives should reflect the industrial and demographic composition of the SDA.

- Whenever possible, at least one-half of the private sector representatives should be representatives of small business, including minority business.

- The Chairman of the PIC must be selected from among the private sector representatives.

2. Organized Labor and Community Based Organization Representation

   - At least 15% of the members of the PIC must be representatives of organized labor and community-based organizations.

   - Both organized labor and community-based organizations must be represented on the PIC.

3. Other Representation

   - At least one representative of each of the following must be included in the PIC membership:

     a) Educational agencies (which are representative of all educational agencies in the SDA);

     b) Vocational rehabilitation agencies;

     c) Public assistance agencies (JOBS agency, i.e. Department of Social Services);

     d) Economic development agencies;

     e) Public employment service (Job Service).

In order to ensure proper and identifiable representation, a PIC member must represent a single category of membership. This does not preclude the membership of individuals with multiple associations. However, in instances where individuals have multiple associations, their representation on the PIC must be based on a single association. In other words, an individual PIC member cannot represent more than one membership category.

B. Nomination Procedures

1. Private Sector Membership

- A single slate of private sector nominations must be submitted to the Chief Elected Officials by a general purpose business organization in the SDA.

- The general purpose business organization submitting the single slate must consult with and accept recommendations from other business organizations in the SDA.

- The number of nominations submitted must be at least 150% of the number of private sector individuals to be appointed.

- Such nominations and the individuals selected from such nominations shall reasonably represent the industrial and demographic composition of the business community.

- Small business and minority business representatives should be included in the nominations.

2. Organized Labor and Community Based Organization Membership

- Organized labor representation on the PIC shall be selected from individuals recommended by recognized State and local labor federations.

- If the State or local labor federation fails to nominate a sufficient number of individuals to meet the labor representation requirements, individual workers may be included on the PIC to complete the labor representation.

- Community-based organization representatives shall be selected from individuals recommended by interested organizations.

3. Other Membership

a) Educational representatives on the PIC must be selected from individuals nominated by regional or local educational agencies, vocational education institutions, institutions of higher education (including entities offering adult education) or general organizations of such institutions within the SDA.

b) Members representing the remaining membership categories must be selected from individuals recommended by interested organizations.

C. Appointment Procedures

1. In the case of a single county SDA, the chief elected official (CEO) must appoint the PIC.

2. In the case of a multi-county SDA, the chief elected officials (CEOs) of the counties comprising the SDA must appoint the PIC according to the provisions of the consortium agreement.

D. Number of Members

1. The initial number of members on the PIC is determined by the appointing body(ies).

2. Thereafter, the number of members on the PIC is determined by the Council itself.

E. Terms and Filling of Vacancies

1. Members must be appointed for fixed terms.

2. The tenures of members must be staggered.

3. Members may serve until their successors are appointed.

4. Any vacancy in the membership of the PIC must be filled int he same manner as the original appointment.

5. Any member may be removed for cause in accordance with procedures established by the Council.

The Service Delivery Area must maintain documentation of the nomination and appointment process, including letters or other records identifying the organizations solicited for membership nominations and recommendations, all nomination and recommendation letters, and member appointment letters.

II. The PIC/LEO Agreement

The written agreement among the service delivery area's chief elected official(s) and the Private Industry Council must be developed. This written document is called the PIC/LEO (local elected officials) Agreement or the PIC/CEO (chief elected officials) Agreement.

The agreement delineates the respective roles and responsibilities of the PIC and the chief elected official(s) as well as other entities that are part of the service delivery system. After the PIC has been appointed and the request for certification of the PIC has been submitted, the PIC and the chief elected officials come together as equal partners to negotiate the agreement. the agreement must contain the following:

- Identification of the grant recipient, the entity that receives funds under the Act and disburses them according to the SDAs approved plan. The grant recipient must have the ability to meet accepted accounting procedures for public funds. The agreement should detail the grant recipient's role and the responsibilities associated with that function.

- Identification of the administrative entity responsible for day-to-day administrative functions. The agreement should specify the entity's role and responsibilities associated with that function.

- A description of the procedures for developing the job training plan, identifying the entity responsible for development of the plan, staff involved in planning, and plan approval and modification procedures.

- A statement recognizing the PIC as the body responsible for policy guidance and program oversight.

If the PIC and CEO(s) cannot reach an agreement on the items specified above, then the Governor has the authority to constitute the SDA and merge it into other service delivery areas.

An individual may not serve on both the SDA governing body (CEO) and the PIC.

III. The PIC Organization Structure and Operational Plan

The Private Industry Council must establish the basic organizational structure and operational framework through which it intends to carry out its role under the Act. This plan, which essentially describes how the PIC will govern itself, must include the following, at a minimum:

1) mission statement;

2) committee structure;

3) staffing;

4) budget;

5) meeting schedule;

6) definition of a quorum;

7) policies related to the conflict of interest provisions at 627.420(C)(2) and (4) of the Interim final Regulations;

8) procedures for modification of the PIC operating plan.

These items are usually addressed in the PIC By-laws.

Action

1. Chief Elected Officials of the eleven existing service delivery areas are to complete the enclosed Application for Private Industry Council Certification and submit the application to the State JTPA Administrative Unit on or before October 15, 1993.

2. Chief Elected Officials of service delivery areas which may be designated subsequently are to complete and submit the application in accordance with the timeframe outlined in the SDA Redesignation Procedures document.

Inquiry

Questions regarding this instruction should be directed to Ms. Jessie C. Byrd at 737-2670.

Robert E. David
Executive Director

RED/ei
ES-7
Enclosures

SEP 27 1993

September 21, 1993

Mr. Norman Crain
Chairman
Oconee County Council
208 Booker Drive
Walhalla, SC 29691

Dear Mr. Crain:

The Metropolitan Arts Council is writing to invite you to appoint a representative from the Oconee County Council or community to serve on the M.A.C. Board as an ex officio liaison between your office and the Arts Council.

Our current strategic plan suggests that we strive to enhance communication about the wealth of performances, exhibits and leisure events that are available for everyone's participation and enjoyment in the Upstate region of South Carolina.

We currently have representation from Laurens County and Simpsonville, Fountain Inn, and Greer in Greenville County. We believe the arts have something for everyone and we promote them in the broadest possible terms, stressing quality and not elitism. You, for your part, know your citizens and what they are looking for by way of quality of life and economic development.

I hope you will think about this invitation to join our board as it relates to Oconee. I will be calling in about a week to get your reaction.

Sincerely,

Mike Trimble

Michael A. Trimble, President
M.A.C. Board

123 W. BROAD STREET / GREENVILLE, SC 29601 / 803-467-3132

BUDGET ADJUSTMENT AUTHORIZATION

Revised 07-01-90

DATE 10-05-93 DEPARTMENT SUPERVISOR CHANGE NO. _____

IT IS REGUESTED THAT THE FOLLOWING CHANGES BE MADE IN MY 93 - 94 BUDGET:

1. TO: CAP. EXP. EQUIPMENT (fill in line item name) #010 - 022 - 00150 - 00840 (fill in line code) $ 275.00

FROM: OPERATIONAL (fill in line item name) #010 - 022 -00255 - 00032 (fill in line code) $ 275.00

Justification: TO REPLACE CHAIR THAT HAS BROKEN

MOTOR POOL HAS ATTEMPTED TO WELD THIS CHAIR ON TWO SEPARATE OCASSIONS WITH NO SUCCESS.

2. TO: _____ (fill in line item name) # - - - (fill in line code) $ _____

FROM: _____ (fill in line item name) # - - - (fill in line code) $ _____

Justification: _____

3. TO: _____ (fill in line item name) # - - - (fill in line code) $ _____

FROM: _____ (fill in line item name) # - - - (fill in line code) $ _____

Justification: _____

Norman D. Crain
DEPARTMENT HEAD SIGNATURE

APPROVED: 10/5/93
Date of Council Meeting

DATE: _____
Received by Council Clerk

DISAPPROVED: _____
Date of Council Meeting

ATTEST: April O. Green
COUNCIL CLERK

Oconee County Humane Society
321 Camp Road
Walhalla, SC 29691
October 3, 1993

Mr. Roy Strickland
Oconee County Council
208 Booker Drive
Walhalla, SC 29691

Dear Roy:

Enclosed please find a draft of recommended changes to the Oconee County Animal Control Ordinance 87-8. Please note that the underlined portions are suggested changes and what is not underlined is the present ordinance.

We feel strongly that these changes will benefit the citizens of Oconee County in a number of ways. Please look over this draft and contact us at your earliest convenience so that we can meet to discuss with your committee the benefits of amending the ordinance.

Thank you for you cooperation and consideration.

Yours truly,

Lindsey
for the OCHS

LJF:

Copies:

County Council
County Supervisor
County Attorney

DRAFT
OCONEE COUNTY ANIMAL CONTROL
ORDINANCE 93-____

SECTION I: TITLE

The title of this ordinance shall be "Oconee County Animal Control Act" adding to and amending certain sections of Animal Control Ordinance 87-8.

SECTION 2: DEFINITIONS

As used in this ordinance, the following terms are defined below:

2.1: Animal: Every non-human species of animal.

2.2: Animal at large: Any animal not under the restraint of a person capable of controlling the animal and/or off the premises of the owner.

2._: Animal Rescuer: Any recognized group who routinely obtains an unwanted dog or cat and who finds an adoptive home for that spayed or neutered dog or cat.

2.3: Animal Shelter: Any premises designated by the county governing body for the purpose of impounding , care, or destruction of animals held under authority of this Ordinance and/or State Law.

2.4: Humane Officer or Animal Control Officer: Any person designated by the State of South Carolina or County Governing Authority of Oconee County as a Law Enforcement Officer pursuant to SC Code of Law 47-3-30.

2.5: Humane Society: South Carolina Society for Prevention of Cruelty to Animals.

2.6: Owner: Any person, partnership,. or corporation owning, keeping, or harboring one or more animals. An animal shall be declared to be harbored if it is fed for three consecutive days or more.

2.7: Pet or Companion Animal: Any animal kept for pleasure rather than utility; an animal of a species that has been bred and raised to live in or about the habitation of humans and is dependent on people for food and shelter.

2.8: Abandoned/Stray Animal: Any animal unattended for a period of more than three days.

2.9: Public Nuisance: Any animal or animals, except those raised for food and/or food products, that unreasonably annoy humans, endanger the life or health of other citizens, other than their owners, to enjoyment of life or property.

The term "Public Nuisance Animal" shall mean and include, but is not limited to any animal that:

a) is found at large after written complaint has been filed;

b) damages the property of anyone other than its owner;

c) molests <u>or intimidates</u> pedestrian or passersby;

d) excessively makes disturbing noises, including, but not limited to , continued and repeated howling, barking, whining, or other utterances causing unreasonable annoyance, disturbance, or discomfort to neighbors or others in close proximity to the premises where the animal is kept or harbored;

e) causes fouling of the air off the premises of the owner by odor resulting from failure to remove feces every twenty four (24) hours or washing of same into an approved underground disposal system every twenty four (24) hours.

f) has been found by the animal control officer after notice to its owner to be a public nuisance animal by virtue of being a menace to the public health, welfare, or safety;

g) does not have attached a valid current rabies inoculation tag as required by State Law;

2.11: Under Restraint: Animals shall be deemed under restraint if it is on the premises of its owner or keeper or is accompanied by its owner or keeper and under the physical control of such owner or keeper by means of restraining devices , or under the verbal command , or under the active control of the owner or trainer while hunting or being trained and while on property of the owner or with the property owner's permissions.

2.11: Vicious Animal: Any animal that attacks, bites, or injures human beings or domesticated animals without adequate provocation, or which, because of temperament, conditioning or training, has a known propensity to attack, bite, or injure human beings or domesticated animals.

SECTION 3: <u>AUTHORITY</u>

This ordinance is adopted pursuant to the provisions of Sections 47-3-20, et. seq., Code of Laws of South Carolina, 1976.

SECTION 4: <u>RESTRAINT</u>

4.1: All Animals shall be kept under restraint.

4.2: No owner shall fail to exercise proper care and control of his dog to prevent him from being a public nuisance.

4.3: Every female dog or cat in heat shall be confined in a building or secure enclosure in such a manner that such female dog or cat cannot come into contact with another animal except for planned breeding.

4.4: Every vicious animal, as determined, shall be confined by

the owner within a building or secure enclosure and shall be securely muzzled or caged whenever off the premises of its owner.

SECTION 5: BITING OR ATTACKING PERSONS

All animal bites or injures to a humane being shall be reported by medical personnel with knowledge of the bite or injury to the rabies control officer in the Department of Health and Environmental Control. Whenever the Animal Control Officer is notified and shown that an animal has bitten or attacked a person, such officer shall promptly notify the Oconee County Department of Health and Environmental Control of such bite or attack and shall cooperate with the said health department in impounding and quarantining such animal.

SECTION 6: LICENSING AND FEES:

6.1: It shall be unlawful for any person to own, keep, or harbor an adult dog or cat (over the age of 7 months) in the County of Oconee without obtaining a license for such animal and the current license tag shall be attached to the collar or harness which is worn by the dog or cat.

6.2: The license fees for the ownership, keeping, harboring of dogs or cats in the County of Oconee shall be as follows:

a. Dogs (Unneutered)	$30.00
b. Cats (Unneutered)	$20.00
c. Dogs (Neutered)	$ 5.00
d. Cats (Neutered)	$ 3.00

e. Site license: In lieu of an individual unaltered animal license, a site license may be purchased for a fee of $100 for multiple dogs and $60.00 for multiple cats.

6.3 Upon application for license, the applicant must submit to the issuing authority, a valid rabies vaccination certificate for each animal along with the applicable license fee.

6.4: Pet licenses for unneutered dogs and cats shall be valid for a term of one year from the date of issuance, expiring on the last day of the twelfth month. Pet licenses for neutered dogs and cats shall be valid for three years, expiring on the last day of the thirty-sixth month.

6.5: Pet licenses shall be issued by the Oconee County Animal Shelter and may be issued by veterinarians, pet shops, and other approved locations..

6.6: Oconee County residents who are sixty-five years of age or older may purchase a special permanent license for the lifetime

of cats or dogs which are neutered or spayed and for which they are the registered owners when animals are maintained at said owner's registered address.

6.7: The provisions of this section shall not apply to dogs or cats in the custody of a veterinarian, animal shelter, animal rescuer, or whose owners are nonresidents temporarily within the county for a period not exceeding thirty (30) days. Service dogs trained for the handicapped and police service dogs are also exempted from this section.

6.8: County license tags are not transferrable and it shall be unlawful for any person to attach a tag to any animal other than the one for which the tag was issued.

6.8: In order to receive the fee advantage for neutered dogs and cats, an individual must provide proof of alteration from a licensed veterinarian, a written statement from a veterinarian that the spay/neuter would be harmful to the animal, or by affidavit of the animal's owner.

6.10: When issuing a license for an unneutered dog or cat, the issuing authority shall also provide to the applicant a voucher with a value not to exceed twenty-five dollars for the payment of all or part of the cost of a spay or neuter operation by a licensed veterinarian.

SECTION 7_: IMPOUNDMENT AND VIOLATION NOTICE

7.1: Unrestrained, nuisance, and vicious animals, upon receipt of a written complaint signed by the complainant shall be taken by Law Enforcement Officials or Animal Control Officers and impounded in the Oconee County Animal Shelter and there be confined in a humane manner.

In addition to , or in lieu of, impounding a dog at large, the animal control officer or lawful constable or deputy sheriff shall issue to the known owner of such dog a notice of ordinance violation. Such notice shall impose upon the owner a warning for a first offense. The owner shall be charged a penalty of twenty-five dollars ($25.00) fifty dollars ($50.00) for the second violation and fifty dollars ($50.00) seventy-five ($75.00) for the third violation and each subsequent violation which may be paid to the Oconee County Treasurer the magistrate within three (3) days, seventy two (72) hours from the date of issuance in full satisfaction of the assessed penalty. In the event that such penalty is not paid within the time period described, a criminal warrant summons shall be initiated before a magistrate and upon conviction of this ordinance, the owner shall be punished as provided in Section 10 of this ordinance. In addition, the owner shall be required to pay a fee of two dollars ($2.00) three dollars ($3.00) per day for each day the animal is boarded by the County, actual cost for inoculation of the animal (if applicable) and a five dollar ($5.00) impoundment fee for each reclaimed dog or cat

that has already been spayed or neutered or for each reclaimed puppy or kitten under seven (7) months of age. The owner reclaiming an unaltered dog or cat shall pay a board fee of three dollars ($3.00) per day for each day the animal is boarded by the county and a thirty dollar ($30.00) impoundment fee. Twenty-five dollars ($25.00) of the impoundment fee will be refunded if proof of sterilization is provided within thirty (30) days. For the second impoundment of the same animal within a twelve (12) month period, the owner shall be required to pay a fee of three dollars ($3.00) per day for each day the animal is boarded. In addition, a thirty dollar ($30.00) fee and mandatory sterilization of the animal shall be required. Five dollars ($5.00) shall be the impoundment fee and twenty-five ($25.00) shall help defray the cost of sterilization. The sterilization shall not be required if the owner or other person redeeming the animal provides a written statement from a licensed veterinarian the spay or neuter procedure would be harmful to the animal due to reasons of age or health or that the animal has already been sterilized.

7.2: Not withstanding the above, the Animal Control Officer and/or Law Enforcement Officer, may without written complaint impound animals not having a valid current rabies inoculation tag and found off the owner's property.

7.3: Impounded dogs and cats shall not be kept for fewer than five(5) working days.

7.4: If by tag or other means , the owner of an impounded animal can be identified, the Animal control Officer shall immediately upon impoundment notify the owner by telephone of certified mail.

*Note: Any identifiable animal, not appearing to be abandoned, upon notification of the owner by telephone or certified mail, shall not be kept for fewer than two (2) weeks.

7.5: Abandoned animals shall be impounded and shall be kept for no fewer than five (5) working days.

7.6: Any owner reclaiming an impounded dog or cat shall pay the fee provided for in section 7.1 before the animal can be released.

7.7: Any owner reclaiming an impounded dog or cat shall show proof that the animal is currently inoculated against rabies. If such animal is not currently inoculated against rabies the owner shall cause the animal to be inoculated at the owner's expense.

7.8: Any animal not reclaimed by its owner within five (5) working days of in the case of a positively identifiable dog,animal within two (2) weeks, shall become the property of the local government authority and shall be placed for adoption in a suitable home or humanely disposed of as approved by State Law.

7.9: The Shelter Director shall keep complete and accurate records of the care, veterinary treatment, and disposition of all animals impounded at the shelter.

7.10: It shall be unlawful for any person to release of take out of impoundment any animal without proper authority.

7.11: It shall be unlawful to resist animal shelter personnel engaging in the capture and impoundment of an animal.

7.12: It shall be unlawful to remove the rabies tag from the dog for which the tag was issued.

SECTION 8: ANIMAL CARE

8.1: No owner shall fail to provide for his animals with necessary substance or shelter, veterinary care when needed to prevent suffering and humane care and treatment.

8.2: No owner of an animal shall abandon such animal.

8.3: Any animal found abandoned and not properly cared for, appearing to be diseased or injured past recovery for any useful purpose may be lawfully destroyed by any agent of DHEC, Law enforcement Officer or Officer of the Humane Society by a method described in Section 6 of this chapter.

8.4: Any animal found abandoned, neglected, cruelly treated, or unfit for use may be seized from the owners property by the Animal Control Officer or Law Enforcement Officer and impounded at the Oconee County Animal Shelter, provided however that the officer shall give notice of this section by posting a copy of it at the location where the animal was seized or by delivering it to a person residing on the property of the owner within 24 hours of the time the animal was seized.

8.5: The owner of any animal impounded under the provisions of this section shall be responsible for payment of any necessary medical care as determined by a Veterinarian in addition to any penalties, impoundment fees, and board fees.

SECTION 9: STERILIZATION

No unclaimed dog or cat shall be released for adoption without written agreement by means of a spay/neuter contract from the adopter guaranteeing that such animal will be sterilized within thirty (30) days for adults and a specified date in the contract for pups and kittens, provided however, the county provides a program whereby the spay/neuter is included with the adoption fee.

No animal shall be released for adoption from the Oconee County Animal Shelter that has not been sterilized, provided however, that the County or its contractor provides a program whereby the spay/neuter is included with the adoption fee.

SECTION 9: ENFORCEMENT

The Civil and criminal provisions of the ordinance shall be enforced by those persons or agencies by the county authority. It shall be a violation of this ordinance to interfere with an Animal control Officer in the performance of his/her duties.

SECTION 10: PENALTIES

10.1 Any person violating any provision of this ordinance shall be deemed guilty of a misdemeanor and shall for every offense, be guilty of a misdemeanor and be punished by imprisonment in jail not exceeding thirty (30) days or by a fine not exceeding one hundred dollars ($100.00) two hundred dollars ($200.00). In addition, upon conviction of any violation under this article a court may order an animal forfeited by the owner or owners and placed with an agency willing to accept custody of the animal, where the court finds that the animal has been cruelly treated, and the cruel treatment is likely to continue; or the owners have been convicted of allowing the animal to run at large on two or more previous occasions, and the animal is likely to continue to run at large.

SECTION 11: UNALTERED FEES AND FINES:

All license fees and fines imposed for unspayed or unneutered animals,which are collected by the designated agent, as provided in this ordinance under contract to the County of Oconee shall be placed by the contractor in a separate fund. This fund shall be used solely to offset the costs of spaying and neutering of animals which are housed at, and adopted from , the animal shelter and the costs of spaying and neutering animals captured by the animal control officer or whose owners do not have the means to have the animals spayed or neutered.

Section 12 : CONFLICTING ORDINANCES

All other ordinances of the County of Oconee that are in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 13__: SEVERABILITY CLAUSE

If any part of this ordinance shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not effect the remaining parts of this ordinance.

OCONEE COUNTY

JOB DESCRIPTION

CLERK TO COUNTY COUNCIL

Occupation Code: 169.167-018

OCCUPATION SUMMARY:

Acts as contact person between County Council, citizens, and employees; provides information and assistance to public on Oconee County programs and procedures:

Task Statements which may be considered Essential Function(s):

Coordinates all County council meetings, schedules meetings, notifies public; attends meetings, records and transcribes minutes.

Gathers information and data for meetings and upon request of Council and citizens.

Assists in preparation of county wide budget and prepares County Council budget document.

Coordinates airport grant requests and payments.

Assists Finance Director with grants.

Acts as custodian of all official records, minutes, ordinances and resolutions.

Prepares and types memorandums outlying and explaining administrative procedures/policies and general correspondence.

Assists general public in person or by telephone.

Maintains log or rights of ways.

Schedules appointments for County Supervisor.

In charge of Council matters in absence of County Supervisor.

Prepares press releases.

Task Statements which may be considered Marginal Function(s):

Performs general administrative and office functions.

May assist with accounts payable.

Processes incoming and outgoing mail.

6. Type of Physical Demands usually associated with the essential functions of this classification:

Talking and/or Hearing: (Talking - Expressing or exchanging ideas by means of spoken word). (Hearing - Perceiving nature of sounds by ear).

7. Environmental Conditions (Physical Surroundings) usually associated with this classification:

The Worker is Subject to Inside Environmental Conditions: Protection from weather conditions but not necessarily from temperature changes.

8. Environmental Conditions (Hazards) usually associated with this classification:

No environmental hazards indicated for this classification.

9. Machines, Tools, Equipment, and Work Aids which may be representative but not all inclusive, of those commonly associated with this type of work.

Radio, Tape Recorder, Telephone Equipment, Charts, Directors, Forms, Maps, Programs, Schedules, Fax, Postage Machine, Computer, Calculator

155 8/9/93 DK

OCONEE COUNTY

JOB DESCRIPTION

MAINTENANCE MECHANIC

Occupation Code: 382.664-010

OCCUPATION SUMMARY:

Installs and repairs heating, air conditioning, electrical, and plumbing systems and otherwise maintains and repairs all County buildings:

Task Statements which may be considered Essential Function(s):

Installs, repairs, and maintains all County heating, air conditioning, electrical, lighting and plumbing Systems.

Performs roofing, plastering, painting, and other tasks necessary in the maintenance and upkeep of County buildings.

Pour and form concrete; lay block; and build walls.

Hang sheetrock and finish sheetrock.

Lay carpet, tile or linoleum.

Performs carpentry duties.

Maintain all refrigeration systems.

Performs locksmith services on mechanical and electrical operated systems.

Maintain safe working conditions for employees.

Supervise and assists County inmates in the performance of building maintenance and repair tasks.

Task Statements which may be considered Marginal Function(s):

Is required to fill in other positions within the department.

SPECIFICATIONS:

1. Minimum Reasoning ability usually associated with this classification:

Ability to apply commonsense understanding to carry out instructions

walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats).

Stooping, Kneeling, Crawling, and/or Crouching: (Stooping - Bending body downward and forward by bending spine at the waist). (Kneeling - Bending legs at knee to come to a rest on knee or knees). (Crouching - bending the body downward and forward by bending leg and spine). (Crawling - Moving about on hands and knees or hands and feet).

Talking and/or Hearing: (Talking - Expressing or exchanging ideas by means of spoken word). (Hearing - Perceiving nature of sounds by ear).

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

a. Acuity, far - Clarity of vision at 20 feet or more.

b. Acuity, near - Clarity of vision at 20 inches or less.

c. Depth Perception - Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

d. Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.

e. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.

f. Color Vision - Ability to identify and distinguish colors.

7. Environmental Conditions (Physical Surroundings) usually associated with this classification:

The Worker is Subject to Both Environmental Conditions: Activities occur inside and outside in approximately equal amounts.

8. Environmental Conditions (Hazards) usually associated with this classification:

No environmental hazards indicated for this classification.

9. Machines, Tools, Equipment, and Work Aids which may be representative but not all inclusive, of those commonly associated with this type of work.

Handtools, Tumble Drum, Brooms, Brushes, Mops, Scrapers, Shovels, Squeegees, Wringers, Power Blower, Steam Cleaner, Buckets, Cleaning

OCONEE COUNTY

JOB DESCRIPTION

ASSISTANT PERSONNEL COORDINATOR

Occupation Code: 205.362-010

OCCUPATION SUMMARY:

Assists in the maintenance of County personnel records and the implementation of personnel policies determined by other officials:

Task Statements which may be considered Essential Function(s):

Types and otherwise prepares memos, letters, reports, forms, and invoices.

Enters data into computer and performs other bookkeeping duties.

Maintains County personnel records to include data on ADA, Safety, OSHA Bloodborne Pathogen, and other Regulations, applications, time cards, etc.

Enters in all payroll data; processes payroll checks.

Processes 112 and 111 forms on retirees to retirement system and other necessary retirement forms.

Prepares all monthly, quarterly, and annual reports and claims for federal, FICA, state tax, retirement, insurance and other holdings.

Prepares payments for all payroll withholding to include Fica, retirement, and federal and state taxes; deferred comp, credit union, and garnishments.

Assists Personnel Coordinator in the performance of personnel, budgeting, payroll, and miscellaneous departmental activities.

Provides training to County employees on safety procedures.

Processes all claims and appoint ments regarding safety equipment and CDL physicals and etc.

Assists in the performance of tasks necessary to assure compliance with the Americans with Disabilities Act and maintains records on same.

Assists in the performance of tasks necessary to assure compliance with the Bloodborne Pathogens regulations of the Occupational Health and Safety Administration and maintains records on same.

5. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

6. Type of Physical Demands usually associated with the essential functions of this classification:

Stooping and/or Kneeling: (Stooping - Bending body downward and forward by bending spine at the waist). (Kneeling - Bending legs at knee to come to a rest on knee or knees).

Reaching, Handling, and/or Fingering: (Reaching - Extending hand(s) and arm(s) in any direction). (Handling - Seizing, holding, grasping, turning, or otherwise working with hands. Fingers are involved only to the extent that they are an extension of the hand). (Fingering - Picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling).

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

a. Acuity, near - Clarity of vision at 20 inches or less.

b. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.

Talking and/or Hearing: (Talking - Expressing or exchanging ideas by means of spoken word). (Hearing - Perceiving nature of sounds by ear).

7. Environmental Conditions (Physical Surroundings) usually associated with this classification:

The Worker is Subject to Inside Environmental Conditions: Protection from weather conditions but not necessarily from temperature changes.

8. Environmental Conditions (Hazards) usually associated with this classification:

No environmental hazards indicated for this classification.

9. Machines, Tools, Equipment, and Work Aids which may be representative but not all inclusive, of those commonly associated with this type of work.

OCONEE COUNTY

JOB DESCRIPTION

PLANNING AND ECONOMIC DEVELOPMENT DIRECTOR

Occupation Code: 188.117-102

OCCUPATION SUMMARY:

Directs economic development and planning activities for Oconee County:

Task Statements which may be considered Essential Function(s):

Advises County Council on matters affecting development and planning for the County.

Advises and recommends long range programs for the County.

Recruits and negotiates with industry representatives to encourage location in area.

Directs activities, such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed expansions and developments.

Confers with governmental officials to effect changes in local policies or ordinances discouraging effective development.

Researches federal and state grant appropriations for utilities to serve prospective industrial facilities in the County and coordinates the submission of applications for same to the appropriate agencies.

Performs public relations duties for the department and serves as department representative through contact with other counties, communities within the County, and state and federal agencies.

Addresses long term planning or program development as directed by the County.

Task Statements which may be considered Marginal Function(s):

Is required to fill in other positions within the department.

SPECIFICATIONS:

1. Minimum Reasoning ability usually associated with this classification:

Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to

leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

6. Type of Physical Demands usually associated with the essential functions of this classification:

Talking and/or Hearing: (Talking - Expressing or exchanging ideas by means of spoken word). (Hearing - Perceiving nature of sounds by ear).

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

a. Acuity, far - Clarity of vision at 20 feet or more.

b. Acuity, near - Clarity of vision at 20 inches or less.

c. Depth Perception - Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

d. Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.

e. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.

f. Color Vision - Ability to identify and distinguish colors.

7. Environmental Conditions (Physical Surroundings) usually associated with this classification:

The Worker is Subject to Inside Environmental Conditions: Protection from weather conditions but not necessarily from temperature changes.

8. Environmental Conditions (Hazards) usually associated with this classification:

No environmental hazards indicated for this classification.

9. Machines, Tools, Equipment, and Work Aids which may be representative but not all inclusive, of those commonly associated with this type of work.

Pen, Pencil, Ruler, Blueprints, Charts, Contracts, Diagrams, Directives, Documents, Forms, Manuals, Publications, Reference Books, Schedules, Specifications

OCONEE COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT
PLANNING AND ECONOMIC DEVELOPMENT

Occupation Code: 169.167-010

OCCUPATION SUMMARY:

Aids executive in staff capacity by coordinating office services, such as personnel, budget preparation and control, housekeeping, records control, and special management studies:

Task Statements which may be considered Essential Function(s):

Studies management methods in order to improve workflow, simplify reporting procedures, or implement cost reductions.

Analyzes unit operating practices, such as recordkeeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures.

Studies methods of improving work measurements or performance standards.

Prepares reports including conclusions and recommendations for solution of administrative problems.

Issues and interprets operating policies.

Reviews and answers correspondence.

Schedules appointments, conducts client tours in conjunction with the chairman, arranges meetings for clients/consultants and otherwise assists in the industrial recruitment/development.

Collects mail, prepares and/or types reports, correspondence, and other documents, and maintains department files.

Prepares annual budget, monitors and controls expenditures, and prepares related reports.
Answers the telephone, greets visitors, provides information and/or answers questions, or makes referrals to other individuals, departments, and agencies/organizations.

Relieves chairman of all clerical and minor administrative details and provides other assistance as requested.

critiques.

Speak: Ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

4. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:

High School Diploma (or GED equivalent) including or supplemented by courses in Business Administration, Secretarial Science, or related field and 2 to 4 years experience in Administrative, Secretarial, or related work.

5. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

6. Type of Physical Demands usually associated with the essential functions of this classification:

Reaching and/or Handling: (Reaching - Extending hand(s) and arm(s) in any direction). (Handling - Seizing, holding, grasping, turning, or otherwise working with hands. Finders are involved only to the extent that they are an extension of the hand).

Talking and/or Hearing: (Talking - Expressing or exchanging ideas by means of spoken word). (Hearing - Perceiving nature of sounds by ear).

7. Environmental Conditions (Physical Surroundings) usually associated with this classification:

The Worker is Subject to Inside Environmental Conditions: Protection from weather conditions but not necessarily from temperature changes.

8. Environmental Conditions (Hazards) usually associated with this classification:

No environmental hazards indicated for this classification.

9. Machines, Tools, Equipment, and Work Aids which may be

OCONEE COUNTY

JOB DESCRIPTION

YOUTH SERVICES LIBRARIAN

Occupation Code: 100.167-018 and 100.167-034

OCCUPATION SUMMARY:

Manages library program for children and young adults:

Task Statements which may be considered Essential Function(s):

Selects and organizes books, films, tapes, and other materials and equipment.

Confers with teachers, parents, and community groups to assist in developing programs.

Provides library public relations services.

Organizes collection according to field of interest.

Compiles lists of materials to interest children and young adults.

Examines reference works and consults specialists preparatory to selecting materials for collections.

Plans and conducts programs for children.

Task Statements which may be considered Marginal Function(s):

May plan and arrange displays for library exhibits.

Is required to fill in other positions within the department.

SPECIFICATIONS:

1. Minimum Reasoning ability usually associated with this classification:

Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

2. Minimum Math ability usually associated with this classification:

Ability to add and subtract two-digit numbers; to multiply and divide 10's and 100's by 2, 3, 4, 5; to perform the four basic arithmetic operations with coins as part of a dollar; to perform operations with units such as cup, pint, and quart; inch, foot, and yard; ounce and pound.

Using Shop Math: Ability to use practical application of fractions, percentages, ratio and proportion, mensuration, practical algebra, geometric constructions, and essentials of trigonometry.

3. Minimum Language ability usually associated with this classification:

Read: Ability to read novels, poems, newspapers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias.

Write: Ability to prepare business letters and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Speak: Ability to speak with poise, voice control, and confidence, using correct English and well-modulated voice.

4. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:

Must possess a Masters Degree in Library Science and possess 2 to 4 years experience in Youth Services; or equivalent exposure.

5. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Light Work. Light Work usually requires walking or standing to a significant degree.

6. Type of Physical Demands usually associated with the essential functions of this classification:

Reaching, Handling, and/or Fingering: (Reaching - Extending the hand(s) and arm(s) in any direction). (Handling - Seizing, holding, grasping, turning, or otherwise working with hand or hands (fingering not involved)). (Fingering - Picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling)). those of finger tips).

Talking and/or Hearing: (Talking - Expressing or exchanging ideas by

OCONEE COUNTY

JOB DESCRIPTION

ASSISTANT SHOP FOREMAN

Occupation Code: 620.131-014

OCCUPATION SUMMARY:

Assists in the supervision and coordinates activities of automobile mechanics engaged in repairing, adjusting, servicing, and storing motor vehicles for the County.

Task Statements which may be considered Essential Function(s):

Analyzes defective equipment to determine cause of trouble.

Inspects and drives repaired vehicles to verify repairs.

Trains workers in and demonstrates repair and maintenance of vehicles, using handtools, welding, and grinding equipment.

Prepares repair reports and vehicle requests.

Schedules transporting of passengers or materials to service or storage areas.

Task Statements which may be considered Marginal Function(s):

Operates heavy equipment to verify repairs.

SPECIFICATIONS:

1. Minimum Reasoning ability usually associated with this classification:

Ability to apply principles of rational systems (examples: internal combustion engines and electric wiring systems) to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

2. Minimum Math ability usually associated with this classification:

Ability to compute discount, interest, profit, and loss; commission, markup, and selling price; ratio and proportion, and percentage; to calculate surfaces, volume, weights, and measures.

3. Minimum Language ability usually associated with this classification:

Read: Ability to read newspapers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias.

Write: Ability to prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Speak: Ability to participate in panel discussions, dramatizations, and debates; to speak extemporaneously on a variety of subjects.

4. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:

High school diploma or equivalence including experience over 3 years up to and including 5 years of vehicle repair and maintenance.
Employee in this classification must have as SC Commercial Drivers License and hold State Inspection certification.

5. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

6. Type of Physical Demands usually associated with the essential functions of this classification:

Reaching, Handling, Fingering, and/or Feeling: (Reaching - Extending the hand(s) and arm(s) in any direction). (Handling - Seizing, holding, grasping, turning, or otherwise working with hand or hands (fingering not involved)). (Fingering - Picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling)). (Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those of finger tips).

Talking and/or Hearing: (Talking - Expressing or exchanging ideas by means of spoken word). (Hearing - Perceiving nature of sounds by ear).

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

a. Acuity, far - Clarity of vision at 20 feet or more.

OCONEE COUNTY

JOB DESCRIPTION

AUTOMOBILE SERVICEMAN

Occupation Code: 915.687-014

OCCUPATION SUMMARY:

Services trucks, automobiles, and other automotive equipment used by the County:

Task Statements which may be considered Essential Function(s):

Inspects equipment to ascertain gasoline, oil, and water requirements.

Performs preventative maintenance on all equipment.

Tests batteries and tires.

Changes oil and lubricates automotive equipment.

Washes vehicles by hand or with pressure washer; cleans interior of vehicles.

Task Statements which may be considered Marginal Function(s):

Assists in tire repairs in absent of tire repairman.

Assists mechanics with repairs.

Washes vehicles and heavy equipment by hand and/or pressure washer.

Performs daily clean up work in shop.

SPECIFICATIONS:

1. Minimum Reasoning ability usually associated with this classification:

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.

2. Minimum Math ability usually associated with this classification:

Ability to add and subtract two-digit numbers; to multiply and divide 10's and 100's by 2, 3, 4, 5; to perform the four basic arithmetic operations with coins as part of a dollar; to perform operations with

actually are. This factor is important when depth perception is required for successful job performance and/or f or reasons of safety to oneself and others.

7. Environmental Conditions (Physical Surroundings) usually associated with this classification:

Atmospheric Conditions: Exposure to conditions such as fumes, noxious orders, dust, mist, gases and poor ventilation, that affect the respiratory systems, eyes, or skin. This factor is rated important if these conditions are present to a degree or length of time sufficient to cause marked bodily discomfort or possible injury.

8. Environmental Conditions (Hazards) usually associated with this classification:

Employees in this category are eligible for Hepatitis B shots.

9. Machines, Tools, Equipment, and Work Aids which may be representative but not all inclusive, of those commonly associated with this type of work.

Brush, Grease Gun, Grease, Lubricants, Meters, Oils, Soap, Gas Pumps, Steam Cleaner, Air Hose, Protective Clothing

122-8/9/93-DK

OCONEE COUNTY

JOB DESCRIPTION

SECRETARY
PLANNING & ECONOMIC DEVELOPMENT/PRT

Occupation Code: 169.167-014

OCCUPATION SUMMARY:

Keeps official records and executes administrative policies determined by other officials:

Task Statements which may be considered Essential Function(s):

Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers.

Plans conferences.

Directs preparation of records, such as notices and minutes for directors' meetings.

Directs recording of issues and transfers.

Acts as custodian of documents and records.

Directs preparation and filing of documents with government agencies to conform with statutes.

Performs publicity work as necessary and upon request.

Aids in the preparation of annual budget.

Makes deposits and maintains accounts payable.

Schedules travel and reservations.

Aids in the completion and submission of grant applications.

Task Statements which may be considered Marginal Function(s):

Is Required to fill in other positions within the department.

sedentary criteria are met.

6. Type of Physical Demands usually associated with the essential functions of this classification:

Reaching, Handling, and/or Fingering: (Reaching - Extending hand(s) and arm(s) in any direction). (Handling - Seizing, holding, grasping, turning, or otherwise working with hands. Fingers are involved only to the extent that they are an extension of the hand). (Fingering - Picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling).

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

a. Acuity, near - Clarity of vision at 20 inches or less.

b. Depth Perception - Ability to judge distance and space relationships so as to see objects where and as they actually are. This factor is important when depth perception is required for successful job performance and/or for reasons of safety to oneself and others.

c. Accommodation - Adjustment of lens of eye to bring an object into sharp focus.

Talking and/or Hearing: (Talking - Expressing or exchanging ideas by means of spoken word). (Hearing - Perceiving nature of sounds by ear).

7. Environmental Conditions (Physical Surroundings) usually associated with this classification:

The Worker is Subject to Inside Environmental Conditions: Protection from weather conditions but not necessarily from temperature changes.

8. Environmental Conditions (Hazards) usually associated with this classification:

No environmental hazards indicated for this classification.

9. Machines, Tools, Equipment, and Work Aids which may be representative but not all inclusive, of those commonly associated with this type of work.

Pen, Pencil, Ruler, Charts, Contracts, Directives, Documents, Forms, Manuals, Publications, Reference Books, Schedules, Typewriter, Charts, Entry Books, File Cabinets, Adding Machine, Copying Machine, Computer, Fax Machine

091-05/18/93-ABH

OCONEE COUNTY

JOB DESCRIPTION

LIBRARY ASSISTANT
MAIN BRANCH

Occupation Code: 249.367-046

OCCUPATION SUMMARY:

Performs clerical office duties and compiles records, sorts and shelves books, and issues and receives library materials, such as books, films, and phonograph records:

Task Statements which may be considered Essential Function(s):

Performs financial record keeping for library system.

Prepares typing and correspondence for Director; composes correspondence.

Designs, prints and distributes banners, flyers and graphic materials.

Acts as receptionist for mail library.

Maintains computer records and backs up computer system.

Records identifying data and due date on cards by hand or using photographic equipment to issue books to patrons.

Inspects returned books for damage, verifies due-date, and computes and receives overdue fines.

Sorts books, publications, and other items according to classification code and returns them to shelves, files, or other designated storage area.

Locates books and publications for patrons.

Issues borrower's identification card according to established procedures.

Repairs books, using mending tape and paste and brush.

Answers inquiries of nonprofessional nature on telephone and in person and refers persons requiring professional assistance to the Librarian.

Registers patrons for library cards.

Charges, discharges, routes, changes status, and places requests against materials at the circulation desk.

Write: Ability to write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.

Speak: Ability to speak with poise, voice control, and confidence, using correct English and well-modulated voice.

4. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:

Must possess a high school diploma or the equivalent and possess computer entry experience and 3 to 6 months experience in library or related work; or equivalent exposure.

5. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

6. Type of Physical Demands usually associated with the essential functions of this classification:

Stooping, Kneeling, and/or Crouching: (Stooping - Bending body downward and forward by bending spine at waist). (Kneeling - Bending legs at knees to come to rest on knee or knees). (Crouching - Bending body downward and forward by bending legs and spine). Reaching, Handling, and/or Fingering: (Reaching - Extending the hand(s) and arm(s) in any direction). (Handling - Seizing, holding, grasping, turning, or otherwise working with hand or hands (fingering not involved)). (Fingering - Picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling)).

Talking and/or Hearing: (Talking - Expressing or exchanging ideas by means of spoken word). (Hearing - Perceiving nature of sounds by ear).

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

a. Acuity, near - Clarity of vision at 20 inches or less.

b. Depth Perception - Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

OCONEE COUNTY

JOB DESCRIPTION

BOOKMOBILE MANAGER

Occupation Code: 100.127-010

OCCUPATION SUMMARY:

Coordinates activities of the bookmobile; assist in the circulation activities of main and branch libraries.

Task Statements which may be considered Essential Function(s):

Records identifying data and due date on cards by hand or using photographic equipment to issue books to patrons.

Inspects returned books for damage, verifies due-date, and computes and receives overdue fines.

Sorts books, publications, and other items according to classification code and returns them to shelves, files, or other designated storage area.

Locates books and publications for patrons.

Issues borrower's identification card according to established procedures.

Answers inquiries of all natures on telephone and in person

Trains and directs workers in performance of bookmobile activities.

Registers patrons for library cards.

Charges, discharges, routes, changes status, and places requests against materials at the circulation desk.

Makes reservations for use of audio-visual equipment, and meeting rooms.

Collects and records fines, fees, and gifts.

Provides assistance to library users to include answering directional and procedural inquiries, advising patrons concerning the library and its services and resources, assisting in the use of the online catalog and location of materials, obtaining materials not owned by the library, and assisting with the operation of photocopier or microfilm reader.

Must possess an Associates Degree in Business or a related field and possess a minimum of 1 year experience in library work; or equivalent exposure.

5. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Light Work. Work usually requires walking or standing to a significant degree.

6. Type of Physical Demands usually associated with the essential functions of this classification:

Stooping, Kneeling, and/or Crouching: (Stooping - Bending body downward and forward by bending spine at waist). (Kneeling - Bending legs at knees to come to rest on knee or knees). (Crouching - Bending body downward and forward by bending legs and spine).

Reaching, Handling, and/or Fingering: (Reaching - Extending the hand(s) and arm(s) in any direction). (Handling - Seizing, holding, grasping, turning, or otherwise working with hand or hands (fingering not involved)). (Fingering - Picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling)).

Talking and/or Hearing: (Talking - Expressing or exchanging ideas by means of spoken word). (Hearing - Perceiving nature of sounds by ear).

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

a. Acuity, near - Clarity of vision at 20 inches or less.

b. Depth Perception - Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

c. Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.

d. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.

7. Environmental Conditions (Physical Surroundings) usually associated with this classification:

The Worker is Subject to Inside Environmental Conditions: Protection

from weather conditions but not necessarily from temperature changes.

8. Environmental Conditions (Hazards) usually associated with this classification:

No environmental hazards indicated for this classification.

9. Machines, Tools, Equipment, and Work Aids which may be representative but not all inclusive, of those commonly associated with this type of work.

Handtruck, Catalogs, Charts, Forms, Inventories, Manuals, Telephone Equipment, Programs, Schedules

036-8/9/93-DK

Maintains circulation and reading areas to include preparing photocopiers, circulation terminals, online catalog terminals and printers for use, clearing the circulation desk of materials, unnecessary paper, articles left by patrons, etc., preparing items for reshelving, reshelving juvenile materials, paperbacks and videos, and clearing reading tables of materials and straightening chairs.

Task Statements which may be considered Marginal Function(s):

May issue cards and bookmobile schedules and routes.

Assists Circulation Coordinator and acts as such in their absence.

Is required to fill in other positions within the department.

SPECIFICATIONS:

1. Minimum Reasoning ability usually associated with this classification:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

2. Minimum Math ability usually associated with this classification:

Ability to add, subtract, multiply, and divide all units of measure; to perform the four operations with like or common decimal fractions; to compute ratio, rate, and percent; to draw and interpret bar graphs; to perform arithmetic operations involving all American monetary units.

3. Minimum Language ability usually associated with this classification:

Read: Ability to read atlases and encyclopedias; to read safety rules, instructions in the use and maintenance of office tools and equipment, and methods and procedures in library science.

Write: Ability to write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.

Speak: Ability to speak with poise, voice control, and confidence, using correct English and well-modulated voice.

4. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:

c. Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.

d. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.

7. Environmental Conditions (Physical Surroundings) usually associated with this classification:

The Worker is Subject to Inside Environmental Conditions: Protection from weather conditions but not necessarily from temperature changes.

8. Environmental Conditions (Hazards) usually associated with this classification:

No environmental hazards indicated for this classification.

9. Machines, Tools, Equipment, and Work Aids which may be representative but not all inclusive, of those commonly associated with this type of work.

Catalogs, Charts, Forms, Inventories, Manuals, Adding Machine, Typewriter, Projector, Telephone Equipment, Directors, Forms, Maps

033-8/13/93-DK

Makes reservations for use of audio-visual equipment, and meeting rooms.

Collects and records fines, fees, and gifts.

Provides assistance to library users to include answering directional and procedural inquiries, advising patrons concerning the library and its services and resources, assisting in the use of the online catalog and location of materials, obtaining materials not owned by the library, and assisting with the operation of photocopier or microfilm reader.

Maintains circulation and reading areas to include preparing photocopiers, circulation terminals, online catalog terminals and printers for use, clearing the circulation desk of materials, unnecessary paper, articles left by patrons, etc., preparing items for reshelving, reshelving juvenile materials, paperbacks and videos, and clearing reading tables of materials and straightening chairs.

Task Statements which may be considered Marginal Function(s):

May type issue cards and duty schedules.

Is required to fill in other positions within the department.

SPECIFICATIONS:

1. Minimum Reasoning ability usually associated with this classification:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

2. Minimum Math ability usually associated with this classification:

Ability to add, subtract, multiply, and divide all units of measure; to draw and interpret bar graphs; to perform arithmetic operations involving all American monetary units.

3. Minimum Language ability usually associated with this classification:

Read: Ability to read a variety of magazines, atlases, and encyclopedias; to read safety rules, instructions in the use and maintenance of office tools and equipment, and methods and procedures in library science.

SPECIFICATIONS:

1. Minimum Reasoning ability usually associated with this classification:

Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

2. Minimum Math ability usually associated with this classification:

Ability to add, subtract, multiply, and divide all units of measure; to perform the four operations with like or common decimal fractions; to compute ratio, rate, and percent; to draw and interpret bar graphs; to perform arithmetic operations involving all American monetary units.

3. Minimum Language ability usually associated with this classification:

Read: Ability to read technical journals, abstracts, financial reports, and legal documents.

Write: Ability to write reports, letters, memos, manuals, and critiques.

Speak: Ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

4. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:

Associates Degree in Business or related field, preferably, or High School Diploma (or GED equivalent) including, or supplemented by courses in Business, Secretarial Science, or related field and 2 to 3 years experience in Administrative, Secretarial, or related work; or equivalent exposure.

5. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other

units such as cup, pint, and quart; inch, foot, and yard; ounce and pound.

3. Minimum Language ability usually associated with this classification:

Read: Ability to recognize meaning of 2,500 (two and three syllable) words; to read at rate of 95-120 words per minute; to compare similarities and differences between words and between series of numbers.

Write: Ability to print simple sentences containing subject, verb, and object, series of numbers, names, and addresses.

Speak: Ability to speak simple sentences, using normal word order and present and past tenses.

4. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:

On the job experience of 30 days up to and including 3 months. Employee in this classification must have a valid SC Drivers License

5. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

6. Type of Physical Demands usually associated with the essential functions of this classification:

Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Crouching: Bending the body downward and forward by bending leg and spine.

Reaching: Extending hand(s) and arm(s) in any direction.

Handling: Seizing, holding, grasping, turning, or otherwise working with hands. Fingers are involved only to the extent that they are an extension of the hand.

Depth Perception: Three-dimensional vision. Ability to judge distance and spatial relationships so as to see objects where and as they

b. Acuity, near - Clarity of vision at 20 inches or less.

c. Depth Perception - Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

d. Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.

e. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.

f. Color Vision - Ability to identify and distinguish colors.

7. Environmental Conditions (Physical Surroundings) usually associated with this classification:

The Worker is Subject to Both Environmental Conditions: Activities occur inside and outside in approximately equal amounts.

Noise and/or Vibration: There is sufficient noise, either constant or intermittent, to cause marked distraction or possible hearing loss and/or sufficient vibration (which is the production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.

8. Environmental Conditions (Hazards) usually associated with this classification:

Atmospheric Conditions: Exposure to conditions such as fumes, noxious orders, dust, mist, gases and poor ventilation, that effect the respiratory systems, eyes, or skin.

9. Machines, Tools, Equipment, and Work Aids which may be representative but not all inclusive, of those commonly associated with this type of work.

Arbor Press, Electric Grinders, Hand Arbor Press, Hand Reamer, Hand Riveting Machine, Power Nut Runner, Power Wrenches, Screwdrivers, Soldering Iron, Stud Drivers, Torque Wrench, Tweezers, Air Compressor, Arc-Welding Machine, Fixtures, Gages, Jigs, Manuals, Measuring Instruments, Templates, Hydraulic Jack, Air Jacks, Engine Lifts, Overhead Cable Crane

means of spoken word). (Hearing - Perceiving nature of sounds by ear).

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

a. Acuity, near - Clarity of vision at 20 inches or less.

b. Depth Perception - Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

c. Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.

d. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.

7. Environmental Conditions (Physical Surroundings) usually associated with this classification:

The Worker is Subject to Inside Environmental Conditions: Protection from weather conditions but not necessarily from temperature changes.

8. Environmental Conditions (Hazards) usually associated with this classification:

No environmental hazards indicated for this classification.

9. Machines, Tools, Equipment, and Work Aids which may be representative but not all inclusive, of those commonly associated with this type of work.

Computer, Charts, Forms, Inventories, Manuals, Pens, Pencils, Diagrams, Directives, Publications, Reference Books, Schedules.

040-8/9/93-DK

representative but not all inclusive, of those commonly associated with this type of work.

Pen, Pencil, Ruler, Blueprints, Charts, Contracts, Diagrams, Directives, Documents, Forms, Manuals, Publications, Reference Books, Schedules, Specifications

Tape Recorder, Charts, Diagrams, Maps, Measuring Devices, Reference Books, Typewriter, Fax Machine, Computer, Copier, Calculator

090-05/18/93-ABH

Remains abreast of changes/developments relevant to the department to include researches and reading information in business magazines, journals, State Development Board Reports, and other printed materials.

Performs duties of PRT Secretary as necessary.

Task Statements which may be considered Marginal Function(s):

May interview job applicants, conduct orientation of new employees, and plan training programs.

May direct services, such as maintenance, repair, supplies, mail, and files.

Is required to fill in other positions within the department.

SPECIFICATIONS:

1. Minimum Reasoning ability usually associated with this classification:

Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

2. Minimum Math ability usually associated with this classification:

Ability to compute discount, interest, profit, and loss; commission, markup, and selling price; ratio and proportion, and percentage; to calculate surfaces, volume, weights, and measures.

Ability to add and subtract two-digit numbers; to multiply and divide 10's and 100's by 2, 3, 4, 5; to perform the four basic arithmetic operations with coins as part of a dollar; to perform operations with units such as cup, pint, and quart; inch, foot, and yard; ounce and pound.

3. Minimum Language ability usually associated with this classification:

Read: Ability to read scientific and technical journals, abstracts, financial reports, and legal documents.

Write: Ability to write reports, letters, editorials, journals, and

089-06/28/93-DK

interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

2. Minimum Math ability usually associated with this classification:

Using Algebra: Ability to deal with system of real numbers; linear, quadratic, rational, exponential, logarithmic, angle and circular functions, and inverse functions; related algebraic solution of equations and inequalities; limits and continuity , and probability and statistical inference.

Using Geometry: Ability to perform deductive axiomatic geometry, plane and solid; and rectangular coordinates.

Using Shop Math: Ability to use practical application of fractions, percentages, ratio and proportion, mensuration, logarithms, slide rule, practical algebra, geometric constructions, and essentials of trigonometry.

3. Minimum Language ability usually associated with this classification:

Read: Ability to read scientific and technical journals, abstracts, financial reports, and legal documents.

Write: Ability to write reports, letters, editorials, journals, and critiques.

Speak: Ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

4. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:

Bachelors Degree in Planning, Business or Public Administration, or related field and 4 to 10 years experience in planning, economic development or related work.

5. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or

Radio, Tape Recorder, Telephone Equipment, Charts, Directors, Forms, Maps, Programs, Schedules, Typewriter, Diagrams, Entry Books, File Cabinets, Pens, Pencils, Adding Machines, Fax Machine

114-08/9/93-DK

Task Statements which may be considered Marginal Function(s):

Is required to fill in other positions within the department.

SPECIFICATIONS:

1. Minimum Reasoning ability usually associated with this classification:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

2. Minimum Math ability usually associated with this classification:

Ability to add, subtract, multiply, and divide all units of measure; to perform the four operations with like or common decimal fractions; to compute ratio, rate, and percent; to draw and interpret bar graphs; to perform arithmetic operations involving all American monetary units.

3. Minimum Language ability usually associated with this classification:

Read: Ability to read manuals, atlases, and encyclopedias; to read safety rules, instructions in the use and maintenance of office tools and equipment, and methods and procedures in personnel management.

Write: Ability to write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.

Speak: Ability to speak with poise, voice control, and confidence, using correct English and well-modulated voice.

4. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:

High School Diploma including, or supplemented by courses in Business, Secretarial Science, or a related field and 2 to 3 years experience in Administrative, Clerical, Personnel, or related work; or equivalent exposure.

Cloths, Detergents, Filters, Formulas, Hoses, Measuring Containers, Solvents

107-08/9/93-DK

furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

2. Minimum Math ability usually associated with this classification:

Ability to add, subtract, multiply, and divide all units of measure; to perform the four operations with like or common decimal fractions; to compute ratio, rate, and percent; to draw and interpret bar graphs; to perform arithmetic operations involving all American monetary units.

3. Minimum Language ability usually associated with this classification:

Read: Ability to read memos, manuals, and reports; to read safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in maintenance and repair work.

Write: Ability to write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.

Speak: Ability to speak using correct English and well-modulated voice.

4. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:

High School Diploma including or supplemented by courses in Electronics, Plumbing, HVAC Repair and Installation, or a related field and a minimum of 5 years experience in Construction, Building Maintenance and Repair, or related work; or equivalent exposure.

5. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

6. Type of Physical Demands usually associated with the essential functions of this classification:

Climbing and/or Balancing: (Climbing - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized). (Balancing - Maintaining body equilibrium to prevent falling when

Backs up payroll clerk to include all reports.

SPECIFICATIONS:

1. Minimum Reasoning ability usually associated with this classification:

Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

2. Minimum Math ability usually associated with this classification:

Ability to compute discount, interest, profit, and loss; commission, markup, and selling price; ratio and proportion, and percentage; to calculate surfaces, volume, weights, and measures.

3. Minimum Language ability usually associated with this classification:

Read: Ability to read technical journals, abstracts, financial reports, and legal documents.

Write: Ability to write editorials, journals, speeches, and manuals.

Speak: Ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

4. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:

High School graduate or equivalent supplemented by course work in secretarial science and 3 years secretarial experience with emphasis in working with general public.

5. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of t he time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.