

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/25/17

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: ADMINISTRATIVE ASSISTANT SCDC POSITION #: 021618
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: TRENTON CORRECTIONAL INSTITUTION, TRENTON (EDGEFIELD) LEVEL 2

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT STATE JOB CLASS: 9999
HRLY RATE: \$ 016.85 SCEIS POSITION #: 61047426

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE.

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE. (THIS IS A TEMPORARY POSITION PAID AT AN ESTABLISHED HOURLY RATE FOR HOURS WORKED. TEMPORARY POSITIONS DO NOT INCLUDE LEAVE, BENEFITS OR GRIEVANCE RIGHTS).

DESCRIPTION OF DUTIES:

UNDER THE SUPERVISION OF THE SCHOOL LEADER ENSURES THAT SCHOOL OPERATIONS ARE CARRIED OUT EFFECTIVELY. MANAGES THE SCHOOL OFFICE AND PROVIDES SUPPORT TO SCHOOL STAFF. ENTERS/ MAINTAINS DATA INTO APPROPRIATE EDUCATIONAL DATABASES AND PROVIDES REPORTS AS REQUIRED. MONITORS/ MAINTAINS STUDENT ACADEMIC FOLDERS (RECORDS). PROCTOR STANDARDIZED TESTS. FOLLOWS UP (TRACKS) STUDENT TRANSFERS TO RECEIVING SCHOOL. SATISFY REQUIREMENTS OF ALL MANDATORY TRAINING (PUSD/SCDC). PERFORMS OTHER DUTIES AS ASSIGNED. (CLOSING DATE: UNTIL FILLED)