SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 11/03/18 CLOSING DATE: 11/26/18 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN ASST/EFA SCDC POSITION #: 021496
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: MACDOUGALL CORRECTIONAL INST., RIDGEVILLE (BERKELEY) LEVEL 2

STATE JOB TITLE: ADMIN ASST/EFA STATE JOB CLASS: 9999
HRLY RATE: $ 016.32 SCEIS POSITION #: 61031418

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.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). 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.

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.

THIS IS AN AT WILL POSITION AND IS EXEMPT FROM THE STATE EMPLOYEES' GRIEVANCE PROCEDURE ACT.