

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/06/17

CLOSING DATE: 12/13/17 (4:30 PM)

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SCDC INTERNAL TITLE: ADMIN SPEC SCDC POSITION #: 016741  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM  
LOCATION: MENTAL HEALTH, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMIN SPECIALIST II STATE JOB CLASS: AA50  
PAY BAND/LEVEL: 03 C  
BAND: 03 SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE: \$ 023992 - \$ 030980 SCEIS POSITION #: 61019528

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.  
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). THREE (3) YEARS CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED. REQUIRES EXTENSIVE PERSONAL COMPUTER AND CRT EXPERIENCE THAT INCLUDES, BUT NOT LIMITED TO; WINDOWS, MICROSOFT OFFICE, EXCEL AND POWERPOINT.

DESCRIPTION OF DUTIES:

ASSISTS THE ICS MANAGER WITH THE COORDINATION OF THE PSYCHIATRIC CLINIC SCHEDULE AND MH CLASSIFICATION PROCESS FOR INMATES SEEN BY MH STAFF. RESPONSIBLE FOR ENTERING CLIENT RELATED HEALTH CARE INFORMATION IN THE AUTOMATED MEDICAL RECORD (AMR) AS OUTLINED BY DIVISIONAL GUIDELINES. RESPONSIBLE FOR HANDLING ROUTINE OFFICE PROCEDURES TO INCLUDE, BUT NOT LIMITED TO TYPING GENERAL CORRESPONDENCE (LETTERS, MEMOS, REPORTS, ETC.) CHECKING FOR GRAMMATICAL COMPOSITION/SPELLING AND PREPARING FOR SIGNATURES; OBTAINING OFFICE SUPPLIES; ACCURATELY HANDLING INCOMING AND OUTGOING MAIL. RESPONSIBLE FOR APPROPRIATE HANDLING OF SENSITIVE AND DEMANDING REQUESTS FROM CLIENT'S FAMILIES AND CONCERNED INDIVIDUALS. RESPONSIBLE FOR MAINTANING CENTRAL FILING SYSTEM ENSURING IT IS ACCURATE AND UP-TO-DATE. PREPARES DAILY ORDERS TO REPORT, GROUP ROSTERS, DORM ROSTER, ETC. RESPONSIBLE FOR PREPARING CORRESPONDENCE WITH SCDC/LOCAL OFFICIALS, INMATES AND THEIR FAMILIES AS DIRECTED.

COMMENTS:

MUST SUBMIT RESUME WITH APPLICATION