SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/14/17 CLOSING DATE: 11/27/17 (4:30 PM)

SCDC INTERNAL TITLE: ADMINISTRATIVE ASSISTANT SCDC POSITION #: 021268
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: VICTIM SERVICES, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT STATE JOB CLASS: AA75
PAY BAND/LEVEL: 04 D
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 030363 - $ 039201 SCEIS POSITION #: 61022755

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.
HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE DIRECTLY RELATED TO VICTIM SERVICES AND/OR CISM (CRITICAL INCIDENT STRESS MANAGEMENT). A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE.
VALID DRIVER'S LICENSE IS REQUIRED. MUST HAVE EXPERIENCE IN PRODUCING EXCEL SPREADSHEETS, WORD DOCUMENTS AND POWER POINT PRESENTATIONS.

DESCRIPTION OF DUTIES:
PERFORMS A VARIETY OF COMPLEX ADMINISTRATIVE SUPPORT AND/OR TECHNICAL DUTIES. UNDER LIMITED SUPERVISION, PROVIDES SUPPORT TO THE CISM (CRITICAL INCIDENT STRESS MANANGEMENT) PROGRAM. MAINTAIN DATA RELATED TO PROGRAM ACTIVITIES AND TEAM INFORMATION. PROVIDE ADDITIONAL ADMINISTRATIVE SUPPORT FOR THE VICTIM SERVICES DIVISION DIRECTOR. MAKES PURCHASES, TRACK EXPENSES AND MONI-TOR THE BUDGET FOR THE CISM PROGRAM. SUPPORT COORDINATION OF ALL CISM TRAINING, TEAM ACTIVATIONS AND CISM RESEARCH. THIS INCLUDES DATA ENTRY, MAINTAINING TRAINING DOCUMENTATION, PROMOTIONAL & TRAINING MATERIALS. PROVIDES INFORMATION, ANSWER QUESTIONS AND PROVIDES ASSISTANCE TO SCDC STAFF AND THE PUBLIC RELATED TO CISM AND OTHER VICTIM SERVICE ISSUES COORDINATED BY THE DIVISION. PARTICIPATES IN JOB RELATED TRAINING AS REQUIRED. PERFORM OTHER DUTIES AS ASSIGNED BY THE DIVISION DIRECTOR.
COMMENTS:
MUST SUBMIT RESUME.