SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/11/17 CLOSING DATE: 08/23/17 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN ASST SCDC POSITION #: 010137
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: POLICE 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: $ 034318 - $ 034318 SCEIS POSITION #: 61016549

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). BACHELORS DEGREE AND ONE (1) YEAR OF RESPONSIBLE CLERICAL, SECRETARIAL, ADMINISTRATIVE OR RECORDS MANAGEMENT EXPERIENCE OR AN ASSOCIATES DEGREE AND TWO (2) YEARS OF RESPONSIBLE CLERICAL, SECRETARIAL, ADMINISTRATIVE OR RECORDS MANAGEMENT EXPERIENCE; OR A HIGH SCHOOL DIPLOMA AND THREE (3) YEARS OF RESPONSIBLE CLERICAL, SECRETARIAL, ADMINISTRATIVE OR RECORDS MANAGEMENT EXPERIENCE.

DESCRIPTION OF DUTIES:
PLANS, COORDINATES AND PERFORMS STANDARD ADMINISTRATIVE SUPPORT DUTIES FOR THE DIVISION OF POLICE SERVICES, CHIEF OF ADMINISTRATION INCLUDING BUT NOT LIMITED TO PREPARING MEMORANDUMS & CORRESPONDENCE, MAINTAINING OFFICE CALENDARS, AND ARRANGING APPOINTMENTS. SERVES AS RECORDS CUSTODIAN FOR THE DIVISION OF POLICE SERVICES. RESPONSIBLE FOR FOIA SUBPOENA/RELEASE OF INFORMATION. ENSURE OFFICE SUPPLIES ARE MAINTAINED AND ORDER AS NEEDED THROUGH SCEIS. RECEIVE & RESPOND OR DISTRIBUTE INCOMING CORRESPONDENCE TO INCLUDE INMATE REQUEST TO STAFF IN AUTO-MATED REQUEST TO STAFF SYSTEM. MAY BE REQUIRED TO POSSESS OR OBTAIN FULL FUNCTION NCIC CERTIFICATION. SERVE AS HR LIAISON FOR STAFF UNDER THE CHIEF OF ADMINISTRATION FOR POLICE SERVICES. OTHER DUTIES AS NEEDED AND ASSIGNED.
COMMENTS:
MUST SUBMIT RESUME WITH APPLICATION.