

# SC DEPARTMENT OF CORRECTIONS

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OPENING DATE: 11/08/18

CLOSING DATE: 11/16/18 (4:30 PM)

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SCDC INTERNAL TITLE: ADMINISTRATIVE ASSISTANT                      SCDC POSITION #: 017025  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM  
LOCATION: PERRY CORRECTIONAL INSTITUTION, PELZER (GREENVILLE) LEVEL 3

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT                      STATE JOB CLASS: AA75  
PAY BAND/LEVEL: 04 A  
BAND: 04    SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE:                      \$ 026988 - \$ 034866      SCEIS POSITION #: 61018282

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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). TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN USE OF CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION, PERFORMS CLERICAL AND ADMINISTRATIVE DUTIES FOR THE MEDICAL AREA. RESPONSIBLE FOR MAINTAINING MEDICAL RECORDS TO INCLUDE ORGANIZATION OF THE MEDICAL RECORD ROOM. SCHEDULES ALL MEDICAL APPOINTMENTS. MAY BE REQUIRED TO ASSIST IN THE MEDICAL CLINIC.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING