

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/09/18

CLOSING DATE: 01/17/18 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN ASST I SCDC POSITION #: 019832
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 #: 61018297

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

DESCRIPTION OF DUTIES:

ASSISTS THE REGIONAL COORDINATOR WITH THE COORDINATION OF WORK FOR ASSIGNED MENTAL HEALTH SERVICES PERSONNEL FOR THE PERRY REGION.
PROVIDES SECRETARIAL SUPPORT AND OFFICE MANAGEMENT SERVICES FOR REGIONAL MENTAL HEALTH SERVICES STAFF. PREPARES AND TYPES GENERAL CORRESPONDENCE AND SPECIAL REPORTS RELATING TO VARIOUS RESPONSIBILITIES WITHIN THE PERRY REGION. RESPONSIBLE FOR ROUTINE OFFICE PROCEDURES TO INCLUDE, BUT NOT LIMITED TO, PROVIDING TELEPHONE COVERAGE; OBTAINING OFFICE SUPPLIES; HANDLING ALL INCOMING AND OUTGOING MAIL AND MAINTAINING A CENTRAL FILING SYSTEM.
RESPONSIBLE FOR CORRESPONDENCE WITH SCDC OFFICIALS, LOCAL OFFICIALS, INMATES AND THEIR FAMILIES AS DIRECTED BY THE REGIONAL COORDINATOR.
ASSISTS WITH SPECIAL PROJECTS FOR THE DIRECTOR OF REGIONAL MENTAL HEALTH SERVICES AS NECESSARY.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING
MUST SUBMIT RESUME WITH APPLICATION.