SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/10/18 CLOSING DATE: 01/18/18 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN ASST I SCDC POSITION #: 011552

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0430 PM

LOCATION: MANNING REENTRY/WORK RELEASE CENTER, COLUMBIA (RICHLAND) LEVEL 1

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 #: 61019598

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). FOUR (4) YEARS OF RESPONSIBLE CLERICAL, SECRETARIAL OR ADMINISTRATIVE EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN THE USE OF CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

PROVIDES ADMINISTRATIVE SUPPORT FOR THE WARDEN, ASSOCIATE WARDEN AND ALL OTHER FUNCTIONAL AREA SUPERVISORS AS REQUIRED. PREPARES AND COMPILES GENERAL AND SPECIAL REPORTS AS REQUIRED. DELEGATES APPROPRIATELY AND SUPERVISES DAILY OFFICE SCHEDULE. RESEARCHES AND RESPONDS TO WRITTEN AND ORAL REQUESTS/COMPLAINTS FROM INMATES, RELATIVES, ATTORNEYS, ETC. MAINTAINS A CENTRAL FILING SYSTEM. SERVES AS BACKUP TO THE INSTITUTIONAL COMPLIANCE PROCESS. RECEIVES OFFICE SUPPLIES AND EQUIPMENT AS NECESSARY.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING