

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/06/17

CLOSING DATE: 12/13/17 (4:30 PM)

SCDC INTERNAL TITLE: BUSINESS ASSOC I SCDC POSITION #: 010004
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: LEE CORRECTIONAL INSTITUTION, BISHOPVILLE (LEE) LEVEL 3

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT STATE JOB CLASS: AA75
PAY BAND/LEVEL: 04 B
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61021734

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.

DESCRIPTION OF DUTIES:

ASSUMES DIRECT RESPONSIBILITY FOR A WIDE RANGE OF ADMINISTRATIVE DUTIES WHICH INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: EXPENDITURES, INMATE PAY, SPECIAL FUNDS, ACCOUNTING, DISTRIBUTION OF CONSUMABLE OFFICE SUPPLIES. MAINTAINS THE INSTITUTIONS COMPUTER AND CRT SYSTEM. SUPERVISES THE INSTITUTIONAL MAILROOM TO ENSURE PROPER SPENDING AND COMPLIANCE WITH POLICIES. TRACTS ALL BUDGETS AND CASH, MAINTAINS AN ACCURATE ACCOUNT OF ALL ASSETS ASSIGNED TO THE INSTITUTION. SUPERVISES POSTAL DIRECTOR, POSTAL SUPERVISOR AND ADMIN SPEC. SERVES AS THE PRINCIPLE CONTACT FOR INMATE AND EMPLOYEE ID CARDS. SERVES AS THE PRINCIPLE CONTACT PERSON OF ALL INSTITUTIONAL CONTRACTS AND VENDING. AUDITS ALL ACCOUNTS AND SUBMITS PROPER REPORTS AS NEEDED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

****YOU MUST APPLY ON-LINE @ AGENCY.GOVERNMENTJOBS.COM/SC****