

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/11/17

CLOSING DATE: 08/18/17 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN COORD I - TA SCDC POSITION #: 014020
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM
LOCATION: TRAINING, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE COORD I STATE JOB CLASS: AH10
PAY BAND/LEVEL: 05 A
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 032838 - \$ 042420 SCEIS POSITION #: 61016928

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT EXPERIENCE IN BUSINESS
MANAGEMENT, PUBLIC ADMINISTRATION, OR ADMINISTRATIVE
SERVICES OR A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR
THE REQUIRED WORK EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). BACHELOR'S DEGREE AND TWO (2) YEARS EXPERIENCE IN
BUSINESS MANAGEMENT, PUBLIC ADMINISTRATION OR ADMINISTRATIVE SERVICES;
OR AN ASSOCIATE'S DEGREE AND FOUR (4) YEARS EXPERIENCE IN BUSINESS
MANAGEMENT, PUBLIC ADMINISTRATION OR ADMINISTRATIVE SERVICES; OR A
HIGH SCHOOL DIPLOMA AND SIX (6) YEARS EXPERIENCE IN BUSINESS
MANAGEMENT, PUBLIC ADMINISTRATION OR ADMINISTRATIVE SERVICES.

DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION THIS POSITION IS RESPONSIBLE FOR PROCUREMENT
AND VARIOUS ASPECTS OF FINANCIAL ACCOUNTING FOR THE TRAINING ACADEMY
TO INCLUDE: OBTAINING QUOTES, REQUISITIONING, ENTERING PURCHASE
REQUESTS, RECEIVING AND RECONCILING OF PURCHASES. MANAGING MEAL TICKET
DISTRIBUTION AND REPORTING. PETTY CASH DISTRIBUTION AND SPECIAL FUNDS
ACCOUNTS. ORDERING AND INVENTORY OF OFFICE AND MAINTENANCE SUPPLIES.
THIS POSITION SERVES AS HUMAN RESOURCE LIAISON FOR THE DIVISION.
RESPONSIBLE FOR ENTRY OF L & A INTO THE SCEIS SYSTEM, PAYROLL DISTRIB
TO ACADEMY STAFF AND IN-HOUSE STUDENTS, MAINT HR FILES, REPORTS, ETC.
ASSISTS ACADEMY STAFF WITH HR ISSUES. SERVES AS BACKUP TO ADMIN STAFF
MEMBERS. RESUME MUST BE SUBMITTED IN ORDER TO BE CONSIDERED FOR THIS
POSITION.