

**SC DEPARTMENT OF CORRECTIONS**

**-JOB POSTING NOTICE (EOE)-**

OPENING DATE: 03/13/18

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: TRUCK DRIVER

SCDC POSITION #: 012072

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM

LOCATION: INDUSTRIES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM ASSISTANT

STATE JOB CLASS: AH30

PAY BAND/LEVEL: 04 E

BAND: 04

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 031575 - \$ 040753 SCEIS POSITION #: 61016792

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.

A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED PROGRAM EXPERIENCE.

TRUCK DRIVING AND DELIVERY EXPERIENCE PREFERRED. MUST POSSESS A CLASS

A COMMERCIAL DRIVER'S LICENSE OR OBTAIN WITHIN ONE (1) YEAR.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION, RESPONSIBLE FOR DELIVERY, PICK UP AND INSTALLATION OF MODULAR OFFICE PRODUCTS. VERIFIES QUANTITY AND CONDITION OF MERCHANDISE AT THE TIME OF DELIVERY. ENSURES REQUIRED PAPERWORK IS PROPERLY VERIFIED & SIGNED.

SUPERVISES INMATE WORK CREW.

CREATES BASIC AUTOCAD DESIGNS.

EXCELLENT CUSTOMER SERVICE SKILLS REQUIRED.

\*CLASS A COMMERCIAL DRIVERS LICENSE PREFERRED OR OBTAIN WITHIN 1 YEAR\*

\*\*\*\* WORK SCHEDULE SUBJECT TO CHANGE BASED ON INDUSTRY NEEDS. \*\*\*\*

COMMENTS:

"UNTIL FILLED"

APPROVED