

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 05/17/17

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: TRUCK DRIVER SCDC POSITION #: 019747  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM  
LOCATION: CANTEEN WHSE INVENTORY/DISTRIBUTION, 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 - \$ 034732 SCEIS POSITION #: 61016838

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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.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). MUST HAVE A VALID SOUTH CAROLINA COMMERCIAL DRIVERS LICENSE (CDL) CLASS A. AT LEAST FOUR (4) YEARS EXPERIENCE IN VEHICLE OPERATIONS AND MAINTENANCE WITH A GVW OF 50,000 POUNDS OR MORE.

DESCRIPTION OF DUTIES:

DRIVES TRUCKS TO AND FROM DESIGNATED INSTITUTIONS AS DIRECTED BY THE WAREHOUSE MANAGER WHICH REQUIRES UP TO TWO AND ONE HALF HOURS. SUPERVISES THE UNLOADING OF MERCHANDISE AT EACH INSTITUTION; VERIFIES QUANTITY AND CONDITION OF MERCHANDISE AT THE TIME OF DELIVERY. THIS ENTAILS CLOSE OBSERVATION OF ALL CIVILIAN AND INMATE WORKERS INVOLVED IN THE UNLOADING OF MERCHANDISE. ENSURES ALL INVOICES ARE PROPERLY VERIFIED AND SIGNED BY INSTITUTIONAL PERSONNEL. NOTIFIES WAREHOUSE PERSONNEL BY PHONE IMMEDIATELY OF ANY DISCREPANCIES WHEN DELIVERY IS MADE. ADHERES TO A VEHICLE MAINTENANCE PROGRAM TO INCLUDE: DAILY CLEANING OF VEHICLES TO ENSURE READINESS FOR FOLLOWING DAY'S DELIVERIES TO INCLUDE PHYSICALLY UNLOADING RETURNS AND EMPTY PALLETS, SWEEPING OUT THE INSIDE OF TRUCK, ETC. DAILY PHYSICAL INSPECTIONS (PRIOR TO DEPARTURE FROM WAREHOUSE) TO ENSURE VEHICLES HAVE PROPER FUEL AND OIL LEVELS, PROPER AIR PRESSURE IN TIRES, PROPER BRAKE CONDITION, ETC. APPLICANT MUST PROVIDE RESUME WITH APPLICATION.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING  
APPLICANT MUST PROVIDE RESUME AT TIME OF APPLICATION  
MUST ATTEND SCDC BASIC TRAINING