

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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THE SOUTH CAROLINA DEPARTMENT OF CORRECTIONS IS COMMITTED TO PROVIDING EQUAL OPPORTUNITIES TO ALL APPLICANTS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX (INCLUDING PREGNANCY), NATIONAL ORIGIN, AGE (40 OR OLDER), DISABILITY OR GENETIC INFORMATION.

OPENING DATE: 00/00/00 CLOSING DATE: 11/02/18 (4:30 PM)

SCDC INTERNAL TITLE: PRGM ASST SCDC POSITION #: 018087
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM
LOCATION: RECYCLING OPERATION, 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 #: 61016861

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). A HIGH SCHOOL DIPLOMA AND TWO (2) YEARS' EXPERIENCE IN THE OPERATION OF TRUCKS, SEMI-TRAILERS OR OTHER MOTORIZED VEHICLES.
A CDL CLASS A LICENSE IS REQUIRED.

DESCRIPTION OF DUTIES:

PICK UP CONFIDENTIAL MATERIALS AND SUPERVISES SHREDDING ACTIVITIES, ENSURE SECURITY OF CONFIDENTIAL MATERIALS, OVERSEES INMATE WORKERS THROUGHOUT THE SHREDDING PROCESS AND PREPARATION OF SHREDDED MATERIALS FOR MARKET, MAKES SCHEDULED PICK-UPS FROM INSTITUTIONS AND VARIOUS STATE AGENCIES THROUGHOUT THE COLUMBIA AREA, ENSURES THAT ALL RECYCLABLES RETURNED TO THE RECYCLING CENTER ARE WEIGHED AND DOCUMENTED AND MAINTAIN STATE VEHICLE BY PERFORMING PREVENTIVE MAINTENANCE CHECKS AND SERVICES ON A DAILY BASIS.

****ONLY CLASS A LICENSED CDL DRIVERS WILL BE CONSIDERED****

COMMENTS:

POSITION OPEN UNTIL FILLED.

OPENING DATE: 10/10/18 CLOSING DATE: 11/26/18 (4:30 PM)

SCDC INTERNAL TITLE: PRGM ASST SCDC POSITION #: 018087
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM
LOCATION: RECYCLING OPERATION, COLUMBIA (RICHLAND)

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COMMENTS:

MUST ATTEND SDCD BASIC TRAINING

THIS IS A RE-ANNOUNCEMENT.