

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/10/18

CLOSING DATE: 01/18/18 (4:30 PM)

SCDC INTERNAL TITLE: CASEWORKER I SCDC POSITION #: 011288
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: TRENTON CORRECTIONAL INSTITUTION, TRENTON (EDGEFIELD) LEVEL 2

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30
PAY BAND/LEVEL: 04 C
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 029192 - \$ 037695 SCEIS POSITION #: 61018729

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED
PROGRAM EXPERIENCE.
ANY FOUR (4) YEAR COMBINATION OF EDUCATION, CORRECTIONAL AND/OR
PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:

EVALUATES INMATE RECORDS TO DETERMINE ELIGIBILITY FOR INSTITUTIONAL
ASSIGNMENT, CUSTODY CHANGES, JOB ASSIGNMENT AND TREATMENT PROGRAMS.
COORDINATES AND IMPLEMENTS AN EQUITABLE CLASSIFICATION SYSTEM FOR A
CASELOAD OF APPROXIMATELY 250 INMATES. CONDUCTS PERIODIC REVIEWS OF
INMATES' PROGRESS. INTERVIEWS INMATES, DISCUSSES AND RECORDS PROGRESS
ON A PERIODIC BASIS. COUNSELS INMATES AS TO THEIR GENERAL ADJUSTMENT
TO THE INSTITUTION AND RELATED PROBLEMS. RESPONDS ORALLY AND/OR
THROUGH WRITTEN CORRESPONDENCE TO INQUIRIES FOR INFORMATION ON INMATES
BY DEPARTMENTAL OFFICIALS AND OTHER AGENCIES. OPERATES THE CRT AND
INTRANET TO ESCERTAIN INFORMATION PERTAINING TO THE INMATE'S
CRIMINAL, EDUCATIONAL AND FAMILY HISTORY.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING