SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 03/13/18 CLOSING DATE: 03/20/18 (4:30 PM)

SCDC INTERNAL TITLE: CASEWORKER SCDC POSITION #: 010286
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: GOODMAN CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 1

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 #: 61019033

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). ANY FOUR (4) YEAR COMBINATION OF EDUCATION,
CORRECTIONAL AND/OR PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:
CLASSIFY INMATES IN ACCORDANCE WITH ESTABLISHED POLICIES AND
PROCEDURES. PARTICIPATE IN AN INSTITUTIONAL ORIENTATION PROGRAM AND
THE INITIAL ASSIGNMENT PROCESS OF INMATES. INTERPRET SOUTH CAROLINA
STATUTES PERTAINING TO INMATE SENTENCES AND COMPUTATION OF TIME.
ADVISE INMATES ON RELEASE AND ELIGIBILITY DATES AND SENTENCE
INFORMATION. RECEIVE AND REVIEW INMATE REQUESTS FOR CUSTODY CHANGES,
JOB AND PROGRAM ASSIGNMENTS. PREPARE CASE REPORTS AND UPDATE AUTOMATED
REPORTS FOR PERIODIC REVIEW OF INMATE PROGRESS BY A CLASSIFICATION
COMMITTEE. MAKE RECOMMENDATIONS TO THE CLASSIFICATION COMMITTEE FOR
ASSIGNMENT AND CLASSIFICATION OF INMATES. ASSIGN INMATES TO AVAILABLE
EMPLOYMENT/EDUATIONAL/TREATMENT PROGRAMS. SERVE AS THE CENTRAL POINT
OF CONTACT ON CLASSIFICATION MATTERS. SUPERVISE THE INSTITUTIONAL
CLASSIFICATION STAFF.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING