

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/11/17

CLOSING DATE: 10/18/17 (4:30 PM)

SCDC INTERNAL TITLE: ADMINISTRATIVE SPECIALIST SCDC POSITION #: 021624

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM

LOCATION: RECRUITING & EMPLOYMENT SERVICES, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE SPECIALIST STATE JOB CLASS: 9999

HRLY RATE: \$ 015.00 SCEIS POSITION #: 61079317

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY

BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

A SCHOOL DIPLOMA AND RELATED CLERICAL OR ADMINISTRATIVE EXPERIENCE IN

A HUMAN RESOURCE SETTING. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR

THE REQUIRED WORK EXPERIENCE. ONE YEAR OF CLERICAL OR ADMINISTRATIVE

EXPERIENCE IN A HUMAN RESOURCE SETTING.

DESCRIPTION OF DUTIES:

UNDER DIRECT SUPERVISION OF THE ADMINISTRATIVE COORDINATOR RESPONSIBLE

FOR A VARIETY OF PROFESSIONAL ADMINISTRATIVE DUTIES TO INCLUDE BUT NOT

LIMITED TO FRONT DESK RECEPTIONIST, ANSWERING FOUR LINE SWITCHBOARD,

PROCESSING NEW EMPLOYEES, DISTRIBUTING INCOMING MAIL, KEYING

APPLICATIONS INTO ARS/NEO GOV, FILING RECORDS, ASSISTING WITH FINGER-

PRINTING AND BACKGROUND CHECKS AND ASSISTING HR MANAGER AND STAFF AS

NEEDED.

COMMENTS:

MUST SUBMIT RESUME