

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 12/04/18

CLOSING DATE: 12/11/18 (4:30 PM)

SCDC INTERNAL TITLE: ADMINISTRATIVE ASSISTANT SCDC POSITION #: 018631
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT STATE JOB CLASS: 9999
HRLY RATE: \$ 016.85 SCEIS POSITION #: 61019493

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE.

DESCRIPTION OF DUTIES:

UNDER THE SUPERVISION OF THE SCHOOL LEADER ENSURES THAT SCHOOL OPERATIONS ARE CARRIED OUT EFFECTIVELY. MANAGES THE SCHOOL OFFICE AND PROVIDES SUPPORT TO SCHOOL STAFF. ENTERS/MAINTAINS DATA INTO APPROPRIATE EDUCATIONAL DATABASES AND PROVIDES REPORTS AS REQUIRED. MONITORS/ MAINTAINS STUDENT ACADEMIC FOLDERS (RECORDS). PROCTOR STANDARDIZED TESTS. FOLLOWS UP (TRACKS) STUDENT TRANSFERS TO RECEIVING SCHOOL. SATISFY REQUIREMENTS OF ALL MANDATORY TRAINING (PUSD/SCDC). PERFORMS OTHER DUTIES AS ASSIGNED.

THIS IS AN AT WILL POSITION AND IS EXEMPT FROM THE STATE EMPLOYEES' GRIEVANCE PROCEDURE ACT.