

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/10/18

CLOSING DATE: 07/17/18 (4:30 PM)

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SCDC INTERNAL TITLE: ADMIN SPEC II

SCDC POSITION #: 017685

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0830 AM - 0430 PM

LOCATION: LEATH CORR INSTIT (WOMEN), GREENWOOD (GREENWOOD) LEVEL 2

STATE JOB TITLE: ADMIN SPECIALIST II

STATE JOB CLASS: AA50

PAY BAND/LEVEL: 03 A

BAND: 03

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 022182 - \$ 028657 SCEIS POSITION #: 61017616

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY

BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN USE OF CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

COORDINATES TRANSFERS OF INMATES TO HOSPITALS, OTHER INSTITUTIONS, COURT, ETC. RETRIEVES INFORMATION FROM THE CRT. COORDINATES OPERATIONS PROCEDURES WITH CENTRAL OFFICE ADMINISTRATION AND OTHER AREAS. COORDINATES WITH SECURITY STAFF TO ENSURE ACCURACY OF THE COUNT PROCESS. PERFORMS DATA ENTRY DUTIES. RECEIVES, COMPILES AND MAINTAINS THE INSSTITUTIONAL YARD REPORT. RECEIVES RELEASE MESSAGES AND CONDUCTS RELEASE AUDITS. TYPES CORRESPONDENCE AND MAINTAINS OFFICE FILES. ASSISTS WITH DEVELOPING AND CONDUCTING TRAINING AND ORIENTATION RELATED TO THE OPERATIONS PROCESS. PERFORMS OTHER RELATED ADMINISTRATIVE DUTIES IN THE OPERATIONS AREA.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING