

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/14/17

CLOSING DATE: 11/21/17 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC II SCDC POSITION #: 010022

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: PERRY CORRECTIONAL INSTITUTION, PELZER (GREENVILLE) LEVEL 3

STATE JOB TITLE: ADMIN SPECIALIST II STATE JOB CLASS: AA50

PAY BAND/LEVEL: 03 D

BAND: 03

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 024952 - \$ 032212 SCEIS POSITION #: 61018001

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:

UNDER GENERAL SUPERVISION, PERFORMS A WIDE VARIETY OF ADMINISTRATIVE

DUTIES FOR THE ASSOCIATE WARDEN OF SECURITY. THIS INDIVIDUAL MUST

HAVE THE ABILITY TO DEAL WITH THE PUBLIC IN HANDLING INQUIRIES AND

COMMUNICATING INFORMATION EFFECTIVELY.

MUST ATTEND BASIC TRAINING.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING