SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/12/18 CLOSING DATE: 07/19/18 (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 OPERATIONS. 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