

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 08/09/18

CLOSING DATE: 08/16/18 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC II

SCDC POSITION #: 015598

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

LOCATION: ALLENDALE CORRECTIONAL INSTITUTION, FAIRFAX (ALLENDALE) 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 #: 61020356

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:

RESPONSIBLE FOR COORDINATION OF THE INSTITUTIONAL COUNT PROCEDURES. COORDINATE ALL INSTITUTIONAL TRANSFERS. ENTER AND RETRIEVE INFORMATION IN THE AUTOMATED SYSTEM. COORDINATE WITH TRANSPORTATION PERSONNEL TO ENSURE THAT TRANSFERS ARE CONDUCTED IN A TIMELY MANNER. RESPONSIBLE FOR UPDATING THE CASEMANAGER AND/OR RESPONSIBLE STAFF OF ALL INMATE MOVEMENT IN AND OUT OF THE INSTITUTION. PERFORM DATA ENTRY AND MAINTAIN RECORDS ON BED MOVES/BED ASSIGNMENTS. MAINTAIN RECORDS AND ACCOUNTABILITY OF INMATE KEYS. ENSURE THAT KEYS AND ALL OPERATIONAL EQUIPMENT ARE ACCOUNTED FOR. ANSWER TELEPHONE AND REFER APPROPRIATELY. MAINTAIN DAILY INMATE MOVEMENT JOURNAL, UPDATE VARIOUS REPORTS AND ROSTERS AS NEEDED. REVIEW MAXREL SCREEN AND RECEIVE RELEASE MESSAGES. CONDUCT AUTOMATED RELEASE AUDITS AND ENSURE ACCURATE RELEASE FROM SCDC

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING