SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/11/18 CLOSING DATE: 07/18/18 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC II SCDC POSITION #: 012190
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: LIEBER CORRECTIONAL INSTITUTION, RIDGEVILLE (DORCHESTER) 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 #: 61020461

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/ADMINISTRATIVE EXPERIENCE;
OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE
REQUIRED TO HAVE EXPERIENCE IN THE USE OF CRT AND/OR PERSONAL
COMPUTER.

DESCRIPTION OF DUTIES:
UNDER THE GENERAL SUPERVISION OF THE MAJOR'S OFFICE
THE DISCIPLINARY HEARING RECORDER, WILL PROVIDE ADMINISTRATIVE SUPPORT
TO THE DISCIPLINARY HEARING OFFICER (DHO). THE DISCIPLINARY HEARING
RECORDER WILL BE RESPONSIBLE FOR TYPING AND SERVING INMATE
DISCIPLINARY CHARGES WITHIN A TIMELY MANNER. THE RECORDER WILL BE
REQUIRED TO PREPARE A DOCKET OF THE DISCIPLINARY HEARING CASES TO BE
HEARD BY THE DISCIPLINARY HEARING OFFICER (DHO). ENSURE THAT THE
ACCUSED INMATE(S) AND THE ACCUSER(S)/WITNESSES RECEIVE PRIOR NOTICE OF
THE HEARING DATE. ENSURE THAT ALL INMATE DISCIPLINARY CHARGES AND
SANCTIONS ARE ENTERED INTO THE AUTOMATED SYSTEM IN A TIMELY MANNER.
MAINTAIN A FILING SYSTEM FOR ALL COMPLETED DISCIPLINARY CASES.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING