

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/21/17

CLOSING DATE: 07/28/17 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC B SCDC POSITION #: 011556
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: TURBEVILLE CORRECTIONAL INSTITUTION, TURBEVILLE (CLARENDON) 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 #: 61021864

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). A HIGH SCHOOL DIPLOMA, 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:

PREPARES A DOCKET FOR CASES TO BE HEARD BY THE HEARING OFFICER.
NOTIFY ACCUSERS/WITNESSES OF THEIR NEED TO BE AVAILABLE FOR THE HEARING; ENSURE ALL HEARING RECORDINGS ARE ACCOUNTED FOR AND SECURED FOR FUTURE USE; MAINTAIN A DISCIPLINARY FILE ON EACH CASE FROM THE HEARING OFFICER AND MAJOR/RESPONSIBLE AUTHORITY. ENSURE ALL SANCTIONS ARE ENTERED INTO THE AUTOMATED SYSTEM WITHIN TWO(2) WORKING DAYS; DISTRIBUTE SCDC INCIDENT REPORT, DISCIPLINARY REPORT HEARING RECORD AND INMATE DISCIPLINARY SYSTEM INFORMED/ADMINISTRATIVE RESOLUTION AND SUPPORTING DOCUMENTS TO CENTRAL RECORDS, INSTITUTIONAL RECORDS WHEN APPROPRIATE, FINANCIAL ACCOUNTING WITHIN FOURTEEN (14) WORKING DAYS AFTER THE HEARING IS COMPLETED.
PREPARE AND SUBMIT REPORTS AS REQUIRED TO THE HEARING OFFICER AND/OR THE DIVISION OF OPERATIONS. ALL INMATES REQUESTS SHOULD BE RESPONDED TO WITHIN 45 CALENDAR OR EARLIER IF THE INMATE REQUEST EMPLOYEE WITNESSES OR DOCUMENTARY EVIDENCE FOR DISCIPLINARY HEARINGS.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING