

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 B SCDC POSITION #: 013294

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 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 #: 61022339

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:

SERVES AS SWITCHBOARD OPERATOR AND RECEPTIONIST FOR THE WARDEN'S

AREA. PREPARES CORRESPONDENCE TO INCLUDE LETTERS, MEMORANDUMS

AND DOCUMENTS FOR THE WARDEN AND DESIGNATED PERSONNEL. PREPARES

RECURRING REPORTS AND MAINTAINS ADMINISTRATIVE LOGS AND/OR RECORDS

AS NECESSARY. RETRIEVES, PROCESSES AND DISTRIBUTES ALL INCOMING/

OUTGOING MAIL FOR THE WARDEN AND ADMINISTRATIVE SUPPORT STAFF.

ORDERS SUPPLIES, ASSISTS WITH FILING AND PERFORMS OTHER DUTIES

AS REQUIRED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING