

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

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THE SOUTH CAROLINA DEPARTMENT OF CORRECTIONS IS COMMITTED TO PROVIDING EQUAL OPPORTUNITIES TO ALL APPLICANTS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX (INCLUDING PREGNANCY), NATIONAL ORIGIN, AGE (40 OR OLDER), DISABILITY OR GENETIC INFORMATION.

OPENING DATE: 11/28/18

CLOSING DATE: 12/12/18 (4:30 PM)

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SCDC INTERNAL TITLE: INDUSTRIES FISCAL ASST   SCDC POSITION #: 010417  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM  
LOCATION: INDUSTRIES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT                         STATE JOB CLASS: AA75  
PAY BAND/LEVEL: 04 D  
BAND: 04   SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE:                 \$ 030363 - \$ 039201   SCEIS POSITION #: 61016786

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE.  
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES).

DESCRIPTION OF DUTIES:

PERFORMS DUTIES AND ASSIGNMENTS TO SUPPORT OPERATIONS & INDUSTRIES' DIRECTOR'S OFFICE AS DIRECTED&ASSIGNED. SERVES AS THE SOUTH CAROLINA ENTERPRISE INFORMATION SYSTEM (SCEIS) LIAISON FOR INDUSTRIES. PERFORMS MONTHLY AUDIT OF INVOICES TO ENSURE ACCURACY & CONTRACT COMPLIANCE. FUNCTIONS AS CONTRACT ANALYST BY ENSURING TIMELY REVIEW & RENEWAL OF INDUSTRIES' CONTRACTS. WORKS WITH PLANT MANAGERS TO ENSURE ACCURATE& TIMELY REPORTING. SERVES AS SUBSTITUTE FOR THE CUSTOMER SERVICE REPRESENTATIVE. PERFORMS ANALYSIS AND REVIEW OF ASSIGNED PROJECTS IN EXCEL AND/OR ACCESS. REVIEWS JOB PROCEDURAL INSTRUCTIONS/MANUALS AND MAKES RECOMMENDATIONS FOR PROCESS/DOCUMENTATION IMPROVEMENT. ASSISTS OTHER AREAS TO INCLUDE ACCOUNTING AND MARKETING & SALES AS NEEDED.

COMMENTS:

RESUME MUST BE SUBMITTED FOR CONSIDERATION.