SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/12/18 CLOSING DATE: 07/19/18 (4:30 PM)

SCDC INTERNAL TITLE: INMATE GRIEV COORD SCDC POSITION #: 014952
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: MCCORMICK CORRECTIONAL INSTITUTION, MCCORMICK (MCCORMICK) LEVEL 3

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 #: 61017945

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 ACCPETABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). SIX (6) YEARS OF RESPONSIBLE CLERICAL, SECRETARIAL
OR ADMINISTRATIVE EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN
CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:
UNDER LIMITED SUPERVISION FROM THE WARDEN AND CENTRAL OFFICE INMATE
GRIEVANCE ADMINISTRATOR, PERFORMS A WIDE VARIETY OF ADMINISTRATIVE
DUTIES FOR THE INMATE GRIEVANCE BRANCH. INVESTIGATES GRIEVANCES
BY CONDUCTING THOROUGH AND IMPARTIAL INQUIRIES OF CIRCUMSTANCES
PERTAINING TO GRIEVANCES THROUGH INTERVIEWS WITH INMATES AND STAFF.
ANALYZES SPECIFIC INFORMATION OBTAINED AND PREPARES RECOMMENDATIONS
DESIGNED TO RESOLVE PROBLEMS AT THE LOWEST POSSIBLE LEVEL. REVIEWS
AND RESEARCHES SCDC POLICY AS IT RELATES TO GRIEVANCES. MAINTAINS THE
COMPUTERIZED TRACKING SYSTEMS FOR GRIEVANCES. ACCEPTS AND FORWARDS
APPEALS TO CENTRAL OFFICE. PERFORMS OTHER DUTIES AS ASSIGNED.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING