SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/22/16 CLOSING DATE: 12/01/16 (4:30 PM)

SCDC INTERNAL TITLE: INMATE GRIEV COORD SCDC POSITION #: 010036
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: TRENTON CORRECTIONAL INSTITUTION, TRENTON (EDGEFIELD) LEVEL 2

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT STATE JOB CLASS: AA75
PAY BAND/LEVEL: 04 D
BAND: 04 SALARY RANGE $ 026988 - $ 049932 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 030363 - $ 031577 SCEIS POSITION #: 61018698

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). SIX (6) YEARS RESPONSIBLE CLERICAL, SECRETARIAL, OR ADMINISTRATIVE EXPERIENCE. MAYBE 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; ACCEPTS AND FORWARDS APPEALS TO CENTRAL OFFICE; PERFORMS OTHER DUTIES AS ASSIGNED.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING