

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/10/17

CLOSING DATE: 10/17/17 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN ASST I SCDC POSITION #: 019622
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0900 AM - 0500 PM
LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT STATE JOB CLASS: AA75
PAY BAND/LEVEL: 04 A
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 026988 - \$ 034866 SCEIS POSITION #: 61019390

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). FOUR (4) YEARS OF RESPONSIBLE CLERICAL, SECRETARIAL OR ADMINISTRATIVE EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN USE OF CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

SUPERVISE THE OVERALL FUNCTIONS OF THE OPERATIONS SECTION. SERVE AS THE OPERATIONS COORDINATOR BY COORDINATING TRANSFERS TO HOSPITALS, COURT, LAW ENFORCEMENT AGENCIES AND OTHER INSTITUTIONS. COORDINATE OPERATIONS/COURT ROOM PROCEDURES WITH CENTRAL OFFICE ADMINISTRATION, INSTITUTIONS AND OTHER DEPARTMENTS. RECEIVE RELEASE MESSAGES. RETRIEVE INFORMATION FROM THE AUTOMATED SYSTEM. CONDUCT INSTITUTIONAL AUTOMATED RELEASE AUDIT. ENSURE ACCURATE RELEASE OF INMATES FROM SCDC. FORWARD INSTITUTIONAL RECORD TO INMATE RECORDS UPON RELEASE OF AN INMATE. COORDINATE WITH SECURITY STAFF TO ENSURE THE ACCURACY OF THE COUNT PROCESS. ASSIST IN RESOLVING ERRORS OR CONFLICTS. MONITOR CONFLICTS. MONITOR COMPLIANCE WITH AGENCY HOUSING PROCEDURES. NOTIFY INSTITUTIONAL HEADS, R&E MANAGER AND CASE MANAGERS OF NEEDED ADJUSTMENTS TO HOUSING ASSIGNMENTS. PERFORM DATA ENTRY OF INFORMATION PERTAINING TO BED ASSIGNMENTS INTO AUTOMATED SYSTEM. MAINTAIN INSTITUTIONAL LOG. PERFORM OTHER CLERICAL DUTIES AS REQUIRED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING