

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/10/17

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

SCDC INTERNAL TITLE: POSTAL DIR II SCDC POSITION #: 015053

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM

LOCATION: BROAD RIVER CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: POSTAL CENTER DIR I STATE JOB CLASS: AB30

PAY BAND/LEVEL: 04 A

BAND: 04

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 026988 - \$ 034866 SCEIS POSITION #: 61018598

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE IN POSTAL,
COURIER OR DELIVERY OPERATIONS.

THREE YEARS EXPERIENCE IN POSTAL OPERATIONS WITH SUPERVISORY
EXPERIENCE OR ANY EQUIVALENT COMBINATION OF EDUCATION, TRAINING
OR WORK EXPERIENCE.

DESCRIPTION OF DUTIES:

DIRECTS AND/OR SUPERVISES ALL POSTAL ACTIVITIES BETWEEN U.S. POSTAL
SERVICE AND THE INSTITUTION, I.E. MAIL, PACKAGES, CERTIFIED/REGISTERED
LETTERS. MAINTAINS TIMELY DISTRIBUTION AND PROCESSING OF INCOMING AND
OUTGOING MAIL, AND MAINTAINS RECORDS OF SUCH AS REQUIRED. POSSESSES
THOROUGH KNOWLEDGE OF POSTAL REGULATIONS AND APPLICABLE SCDC POLICIES
AND PROCEDURES, AND INTERPRETS SAME FOR SUBORDINATE STAFF. DIRECTS
AND/OR SUPERVISES ALL FINANCIAL TRANSACTIONS OF INMATES WITH
CORRESPONDING DETAILED RECORDS AND REPORTS CONCERNING SAME TO SCDC
FINANCIAL ACCOUNTING BRANCH. ENSURES INMATE LEGAL MAIL IS RECEIPTED
AND DISTRIBUTED PER SCDC POLICIES/PROCEDURES. PERFORMS NOTARY PUBLIC
SERVICES FOR INMATES AND STAFF AS NEEDED. COORDINATES POSTAGE METER
REPLENISHMENT AND POSTAGE REIMBURSEMENTS FROM INMATES ON A MONTHLY
BASIS.