## SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT
BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY
CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE
CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES,
WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF
THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

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.

SCDC INTERNAL TITLE: POSTAL DIR II SCDC POSITION #: 012398

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM LOCATION: MACDOUGALL CORRECTIONAL INST., RIDGEVILLE (BERKELEY) LEVEL 2

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 #: 61020837

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## MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE IN POSTAL,

COURIER OR DELIVERY OPERATIONS.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). ONE (1) YEAR EXPERIENCE IN POSTAL OPERATIONS WITH SUPERVISORY EXPERIENCE OR EQUIVALENT COMBINATION OF EDUCATION, TRAINING, OR WORK EXPERIENCE.

## DESCRIPTION OF DUTIES:

SUPERVISES THE COORDINATION OF ALL ACTIVITIES BETWEEN THE US POSTAL FACILITY SERVING THE INSTITUTION AND THE MAILROOM. SUPERVISES THE RECEIVING, SORTING AND DISTRIBUTION OF US MAIL AND PACKAGES AS WELL AS INTER-DEPARTMENTAL MAIL. INSPECTS INCOMING AND OUTGOING MAIL FOR CONTRABAND. SERVES AS NOTARY AS REQUIRED. SUPERVISES THE PAYMENT OF ALL MONEY INSTRUMENTS TO INMATES AS WELL AS EH COOPER TRUST FUND ACTIVITIES. COORDINATES REGISTERED AND CERTIFIED MAIL. MAINTAINS A THOROUGH KNOWLEDGE OF ALL CURRENT POSTAL REGULATIONS AND SCDC POLICIES.