

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 COORD

SCDC POSITION #: 019829

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM

LOCATION: TRAINING, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE COORD I

STATE JOB CLASS: AH10

PAY BAND/LEVEL: 05 C

BAND: 05

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 035523 - \$ 045869 SCEIS POSITION #: 61016941

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT EXPERIENCE IN BUSINESS

MANAGEMENT, PUBLIC ADMINISTRATION, OR ADMINISTRATIVE

SERVICES OR A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR

THE REQUIRED WORK EXPERIENCE.

SEVEN (7) YEARS PROGRESSIVELY RESPONSIBLE CLERICAL, SECRETARIAL OR

ADMINISTRATIVE EXPERIENCE. REQUIRES EXPERIENCE IN USE OF CRT AND/OR

PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

SUPERVISES AND DIRECTS THE MATERIALS MANAGEMENT FUNCTION AT THE

ACADEMY INCLUDING PROCUREMENT, FIXED ASSETS, SURPLUS PROPERTY AND

RECEIVING. SUPERVISES AND DIRECTS TWO ADMINISTRATIVE SPECIALISTS IN

PROCESSING NEO, AGENCY ORIENTATION AND BASIC C.O. CERTIFICATION

DOCUMENTATION. SUPERVISES AND DIRECTS ADMINISTRATIVE SPECIALIST IN

REGISTRATION AND ADMINISTRATION OF IN-SERVICE CLASSES. PROVIDES

ADMINISTRATIVE SUPPORT AND GUIDANCE TO ALL SECTIONS REGARDING

PERSONNEL ACTIONS. SCHEDULES ALL ACTIVITIES, CLASSROOM, MULTI-

PURPOSE ROOM, PAVILION, MEALS AND SPECIAL EVENTS HELD AT THE

ACADEMY. SCHEDULES/RESCHEDULES AGENCY ORIENTATION AND BASIC

TRAINING CLASSES. PROVIDES ADMINISTRATIVE SUPPORT ON SPECIAL

PROJECTS FALLING UNDER THE DIVISION OF TRAINING AND STAFF

DEVELOPMENT. PROVIDES A VARIETY OF ADMINISTRATIVE DUTIES FOR THE

DIVISION DIRECTOR OF TRAINING.

MUST PROVIDE A RESUME IN ORDER TO BE CONSIDERED FOR THIS POSITION.