SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/13/18 CLOSING DATE: 02/21/18 (4:30 PM)

SCDC INTERNAL TITLE: ADMINISTRATIVE COORDINATOR SCDC POSITION #: 012952
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: FACILITIES MANAGEMENT, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE COORD I STATE JOB CLASS: AH10
PAY BAND/LEVEL: 05 A
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 032838 - $ 042420 SCEIS POSITION #: 61020963

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.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISON OF STATE HUMAN RESOURCES.) A HIGH SCHOOL DIPLOMA AND SEVEN (7) YEARS EXPERIENCE IN BUSINESS MANAGEMENT, PUBLIC ADMINISTRATION, OR ADMINISTRATIVE SERVICES, TWO (2) OF WHICH MUST HAVE BEEN IN A SUPERVISORY CAPACITY.
MUST SUBMIT RESUME

DESCRIPTION OF DUTIES:
PROVIDES DIRECT ADMINISTRATIVE SUPPORT TO THE ASSISTANT DIVISION DIRECTOR, PHYSICAL PLANT MANAGER AND BUSINESS MANAGER FOR THE DIVISION OF FACILITIES MANAGEMENT. MAINTAINS A WEEKLY CALENDAR AND SUSPENSE SYSTEM FOR THE DIVISION. ASSISTS IN THE COMPLETION OF ALL PERSONNEL MATTERS FOR DIVISIONAL AND INSTITUTIONAL EMPLOYEES TO INCLUDE: MAINTAINING PERSONNEL FILES, LEAVE AND ATTENDANCE ENTRY, POSITION DESCRIPTIONS, EMPLOYEE EVALUATIONS, WORKER'S COMPENSATION AND EMPLOYEE BENEFITS. ACTS AS A LIAISON TO THE RECRUITING AND EMPLOYMENT BRANCH AS AN INDEPENDENT OBSERVER, PREPARES AND SUBMITS PAPERWORK FOR SPECIAL GRANT AND PINK SLIP NEW HIRES, ENTERS VACANCIES IN THE AUTOMATED VACANCY SYSTEM, REVIEWS APPLICANT REFERRAL PACKETS AND SCHEDULES INTERVIEWS. RESPONSIBLE FOR MAINTAINING FIVE YEAR PLAN FOR DIVISION. REVIEWS AND APPROVES ALL CREDIT CARD EXPENDITURES.
COMMENTS: