

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/10/18

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: TRUCK DRIVER SDCD POSITION #: 019099
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: INDUSTRIES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30
PAY BAND/LEVEL: 04 E
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 031575 - \$ 034732 SCEIS POSITION #: 61016816

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED
PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). ONE (1) YEAR TRACTOR-TRAILER AND DELIVERY
EXPERIENCE. MUST POSSESS A VALID CLASS "A" COMMERCIAL DRIVER'S
LICENSE.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION, RESPONSIBLE FOR DELIVERY, PICK UP AND
INSTALLATION OF CUSTOMER PRODUCTS AS DIRECTED BY THE ASSISTANT
WAREHOUSE MANAGER. PROVIDES SERVICE TO OUR CUSTOMERS & PLANTS
IN THE MOST EFFICIENT AND ECONOMICAL MANNER WHILE SUPERVISING &
TEACHING INMATES SKILLS THAT CAN BE UTILIZED UPON THEIR RELEASE
SUPERVISES INMATE WORK CREW IN THE LOADING/OFF LOADING OF
INDUSTRIES PRODUCTS. VERIFIES QUANTITIES & CONDITION OF MERCHANDISE
AT THE TIME OF DELIVERY. ENSURES REQUIRED PAPERWORK IS PROPERLY
VERIFIED & SIGNED. RESPONSIBLE FOR THE DAILY PHYSICAL INSPECTION,
CLEANING, MAINTENANCE AND SECURITY OF ASSIGNED DELIVERY VEHICLE. MAY
BE REQUIRED TO SUPERVISE INMATES IN OTHER INDUSTRIES PLANT LOCATIONS.
**** POSITION REQUIRES A CLASS "A" COMMERCIAL DRIVERS LICENSE ****

COMMENTS:

UNTIL FILLED