SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/20/16 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: PRGM ASST SCDC POSITION #: 018087

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0400 PM

LOCATION: RECYCLING OPERATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30

PAY BAND/LEVEL: 04 E

BAND: 04 SALARY RANGE $ 026988 - $ 049932 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: $ 031575 - $ 032499 SCEIS POSITION #: 61016861

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). A HIGH SCHOOL DIPLOMA AND TWO (2) YEARS EXPERIENCE

IN THE OPERATION OF TRUCKS, SEMI-TRAILERS OR OTHER MOTORIZED VEHICLES.

A CDL CLASS A LICENSE IS REQUIRED.

DESCRIPTION OF DUTIES:

PICKS UP CONFIDENTIAL MATERIALS AND SUPERVISES SHREDDING ACTIVITIES,

ENSURE SECURITY OF CONFIDENTIAL MATERIALS, OVERSEES INMATE WORKERS

THROUGHOUT THE SHREDDING PROCESS AND PREPARATION OF SHREDDED MATERIALS

FOR MARKET, MAKES SCHEDULED PICK-UPS FROM INSTITUTIONS AND VARIOUS

STATE AGENCIES THROUGHOUT THE COLUMBIA AREA, ENSURES THAT ALL

RECYCLABLES RETURNED TO THE RECYCLING CENTER ARE WEIGHED AND

DOCUMENTED AND MAINTAIN STATE VEHICLE BY PERFORMING PREVENTIVE

MAINTENANCE CHECKS AND SERVICES ON A DAILY BASIS.

****ONLY CLASS A LICENSED CDL DRIVERS WILL BE CONSIDERED****

****THIS POSITION WILL REMAIN OPEN UNTIL FILLED****

COMMENTS:

UNTIL FILLED

UNTIL FILLED