

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/31/18

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: PRGM ASST

SCDC POSITION #: 018087

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM

LOCATION: RECYCLING OPERATION, 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 - \$ 040753 SCEIS POSITION #: 61016861

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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:

MUST ATTEND SCDC BASIC TRAINING

APPROVED