

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 05/03/18

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: TRUCK DRIVER

SCDC POSITION #: 019745

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 #: 61016858

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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). ONE (1) YEAR EXPERIENCE IN THE OPERATION OF TRUCKS, SEMI-TRAILER OR OTHER MOTORIZED VEHICLES. MUST POSSESS CLASS A COMMERCIAL DRIVERS LICENSE (CDL).

### DESCRIPTION OF DUTIES:

PICKS UP CONFIDENTIAL MATERIALS AND SUPERVISES SHREDDING ACTIVITIES, ENSURES 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. CLASS A CDL REQUIRED FOR THIS POSITION.