

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/06/17

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: INDUSTRIES SUPV SCDC POSITION #: 016069
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM
LOCATION: PERRY CORRECTIONAL INSTITUTION, PELZER (GREENVILLE) LEVEL 3

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30
PAY BAND/LEVEL: 04 D
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 030363 - \$ 033399 SCEIS POSITION #: 61018263

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).

DESCRIPTION OF DUTIES:
UNDER GENERAL SUPERVISION, MANAGES AN INDUSTRIAL OPERATION
IN A CORRECTIONAL SETTING. MANUFACTURES AND PROVIDES SERVICES FOR
CUSTOMERS IN THE MOST EFFICIENT AND ECONOMICAL MANNER WHILE
SUPERVISING AND TEACHING INMATES SKILLS THAT CAN BE UTILIZED UPON
THEIR RELEASE.

***** RESUME REQUIRED *****
** SCHEDULE SUBJECT TO CHANGE TO MEET INDUSTRY DEMANDS **
****THIS IS A REANNOUNCEMENT ** PREVIOUS APPLICANTS MUST REAPPLY **

COMMENTS:
MUST ATTEND SCDC BASIC TRAINING