SC DEPARTMENT OF CORRECTIONS

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OPENING DATE: 12/07/18 CLOSING DATE: 12/14/18 (4:30 PM)

SCDC INTERNAL TITLE: PROGRAM COORDINATOR II SCDC POSITION #: 011690
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0800 PM
LOCATION: DIV. OF CLASSIFICATION & INMATE RECORD, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM COORDINATOR II STATE JOB CLASS: AH40
PAY BAND/LEVEL: 06 C
BAND: 06 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 043226 - $ 055813 SCEIS POSITION #: 61016968

MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE AND TWO (2) YEARS OF CLASSIFICATION AND/OR INMATE RECORDS EXPERIENCE; OR AN ASSOCIATE DEGREE AND FOUR (4) YEARS OF CLASSIFICATION AND/OR INMATE RECORDS EXPERIENCE; OR A HIGH SCHOOL DIPLOMA AND SIX (6) YEARS OF CLASSIFICATION AND/OR INMATE RECORDS EXPERIENCE. MUST HAVE EXPERIENCE IN THE USE OF CRT AND PC.

DESCRIPTION OF DUTIES:
SUPERVISES DAILY OPERATION OF RECORDS PROCESSING SECTION AND ENSURES ALL NEW RECORDS ARE AUDITED ON INMATES RECEIVED AT THE R & E CENTER AND DISCREPANCIES CORRECTED TO ENSURE ACCURACY OF INFORMATION NOTED IN THE AUTOMATED SYSTEM. ENSURES RECORDS ANALYSTS PROCESS NEW COMMITMENTS AND PROBATION/PAROLE REVOCATION ORDERS RECEIVED AFTER AN INMATE'S ADMISSION TO THE SCDC, TO INCLUDE PROCESSING JAIL TIME REQUESTS AND RESPONDING TO INMATE REQUESTS. CONDUCT STATEWIDE TRAINING ON AUDITING/ENTRY PROCEDURES AND PROVIDES TECHNICAL ASSISTANCE TO R&E INTAKE AND CLASSIFICATION INSTITUTIONAL STAFF AS REQUESTED. MONITORS VERIFICATION AND CORRECTNESS OF INMATE NAME CHANGES. ADDRESSES RECORDS CONCERNS FROM THE SC LAW ENFORCEMENT DIVISION(SLED), OUTSIDE ENTITIES AND INSTITUTIONAL STAFF. COORDINATE MAGISTRATE AND COURT HEARINGS. REPRESENT SCDC IN COURT ON ISSUES RELATED TO DOCUMENT ENTRY AND INTERPRETATION. PERFORM OTHER RELATED DUTIES AS REQUIRED.