

**SC DEPARTMENT OF CORRECTIONS**

**-JOB POSTING NOTICE (EOE)-**

OPENING DATE: 10/10/17

CLOSING DATE: 10/17/17 (4:30 PM)

---

SCDC INTERNAL TITLE: RCDS ANALYST I SCDC POSITION #: 012212  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM  
LOCATION: PERRY CORRECTIONAL INSTITUTION, PELZER (GREENVILLE) LEVEL 3

STATE JOB TITLE: RECORDS ANALYST I STATE JOB CLASS: BH10  
PAY BAND/LEVEL: 03 E  
BAND: 03 SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE: \$ 025956 - \$ 033501 SCEIS POSITION #: 61018147

---

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN RECORDS  
MANAGEMENT, INFORMATION SYSTEMS, OR OFFICE  
ADMINISTRATION.

TWO YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED  
FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN USE  
OF CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

PROCESS THE ARRIVAL OF NEW ADMISSIONS/RECIDIVISTS INTO SCDC  
THROUGH THE PERRY CORRECTIONAL PROCESSING CENTER. DOES DAILY  
COORDINATION WITH VARIOUS COUNTIES WITHIN THE UPSTATE AREA TO  
ENSURE ADMITTED INMATES ARE IN LINE WITH THE AGENCY POLICY.  
RESPONDS TO DAILY WRITTEN AND ORAL REQUESTS FROM FEDERAL,  
STATE, COUNTY, CITY LAW ENFORCEMENT AGENCIES AND SCDC OFFICIALS  
SEEKING INFORMATION FROM AVAILABLE RECEORDS. MAINTAINS INMATE  
RECORDS/FILES AND OTHER ADMINISTRATIVE DUTIES AS REQUIRED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING