SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 08/10/18 CLOSING DATE: 08/17/18 (4:30 PM)

SCDC INTERNAL TITLE: RCDS ANALYST I SCDC POSITION #: 019619
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) 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 #: 61019388

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN RECORDS MANAGEMENT, INFORMATION SYSTEMS, OR OFFICE ADMINISTRATION.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MUST HAVE EXPERIENCE IN THE USE OF CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:
UNDER GENERAL SUPERVISION, IS RESPONSIBLE FOR PERFORMING A WIDE RANGE OF DUTIES ASSOCIATED WITH NEW SCDC INTAKE INMATES. REVIEWS COMMITMENT ORDERS ON NEW INTAKES PRIOR TO ADMISSION TO SCDC ENSURING THAT ORDERS ARE IN LINE WITH STATE STATUTES AND AGENCY POLICIES AND PROCEDURES. CREATES AUTOMATED STRENGTH REPORTS ON INMATES ADMITTED TO SCDC. OPERATES THE NCIC TELETYPE TERMINAL TO RUN CRIMINAL HISTORY REPORTS (RAP SHEETS) OF INMATES ADMITTED TO SCDC AND ENTERS FBI/SID NUMBERS IN PC/CRT. RESPONDS TO/RESEARCHES WANTED ARREST BULLETINS (HITS) ENTERED ON TELETYPE TO VERIFY THEIR STATUS IN SCDC. ASSISTS WITH CONSTRUCTING CENTRAL/WARDEN RECORDS. GENERATES CURRENT NCIC (RAP SHEETS) AS NEEDED. MAKE COPIES OF COMMITMENT/DETAINERS FOR STORAGE IN THE INMATE RECORD. FORWARDS COPIES OF COMMITMENT ORDERS ON NEW INTAKES WITH COURT ORDERED RECOMMENDATIONS FOR SHOCK COURT ORDERED TREATMENT AND PROGRAMS TO APPROPRIATE STAFF.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING