

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 07/14/17

CLOSING DATE: 07/21/17 (4:30 PM)

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SCDC INTERNAL TITLE: RCDS ANALYST III SCDC POSITION #: 016860  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM  
LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: RECORDS ANALYST III STATE JOB CLASS: BH40  
PAY BAND/LEVEL: 05 B  
BAND: 05 SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE: \$ 034157 - \$ 044112 SCEIS POSITION #: 61019354

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MINIMUM AND ADDITIONAL REQUIREMENTS:

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

FIVE (5) YEARS EXPERIENCE IN THE AREA OF RECORDS MANAGEMENT IN  
ANALYZING/INTERPRETING COURT DOCUMENTS. MAY REQUIRE CERTIFICATION  
BY SLED ON NCIC OPERATION. REQUIRES CRT SKILLS. A DEGREE MAY BE  
SUBSTITUTED FOR EXPERIENCE.

DESCRIPTION OF DUTIES:

THE INCUMBENT WILL BE RESPONSIBLE FOR ENTERING ALL COMMITMENT  
INFORMATION; ENSURES CONSECUTIVE STRUCTURE IS ACCURATE, IF APPLICABLE.  
ENSURES ALL PAROLE/PROBATION REVOCATION ORDERS (FORM 9) REFLECT  
ACCURATE SENTENCING INFORMATION. ASSIGNS NEW OR OLD NUMBERS IN  
AUTOMATED SYSTEM; PLACE INMATE'S INTO RECEPTION AND EVALUATION  
INSTITUTIONAL COUNT, NOTEING CORRECT REASON FOR INCARCERATION.  
DETERMINES INCOMING INMATE'S STATUS - INITIAL GAIN OR RECIDIVIST BY  
REVIEWING PAST MANUAL AND AUTOMATED INMATE RECORDS. CONSTRUCTS CENTRAL  
RECORDS; INSPECT; ANALYZE, AND EVALUATES INMATE RECORDS FOR PROPER  
JAIL TIME, WARRANTS, HOLDS, NOTIFIES. ENSURES THEIR INCLUSION IN THE  
AUTOMATED AND MANUAL RECORDS. REVIEWS UPON COMPLETION, APPRAISES IT  
FOR ELIGIBILITY OF RELEASE AND/OR PAROLE. PERFORMS ALL OTHER DUTIES AS  
ASSIGNED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING