

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 07/25/17

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: ADMINISTRATIVE ASSISTANT                      SCDC POSITION #: 021618  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM  
LOCATION: TRENTON CORRECTIONAL INSTITUTION, TRENTON (EDGEFIELD) LEVEL 2

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT                      STATE JOB CLASS: 9999  
HRLY RATE:                      \$ 016.85    SCEIS POSITION #: 61047426

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE.

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DESCRIPTION OF DUTIES:

UNDER THE SUPERVISION OF THE SCHOOL LEADER ENSURES THAT SCHOOL OPERATIONS ARE CARRIED OUT EFFECTIVELY. MANAGES THE SCHOOL OFFICE AND PROVIDES SUPPORT TO SCHOOL STAFF. ENTERS/ MAINTAINS DATA INTO APPROPRIATE EDUCATIONAL DATABASES AND PROVIDES REPORTS AS REQUIRED. MONITORS/ MAINTAINS STUDENT ACADEMIC FOLDERS (RECORDS). PROCTOR STANDARDIZED TESTS. FOLLOWS UP (TRACKS) STUDENT TRANSFERS TO RECEIVING SCHOOL. SATISFY REQUIREMENTS OF ALL MANDATORY TRAINING (PUSD/SCDC). PERFORMS OTHER DUTIES AS ASSIGNED. (CLOSING DATE: UNTIL FILLED)