# *SC DEPARTMENT OF CORRECTIONS*

# *-JOB POSTING NOTICE (EOE)-*

OPENING DATE: 07/25/17 CLOSING DATE: UNTIL FILLED

---

SCDC INTERNAL TITLE: ADMIN ASST/EFA SCDC POSITION #: 021497

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: RIDGELAND CORR INSTITUTION, RIDGELAND (JASPER) LEVEL 2

STATE JOB TITLE: ADMIN ASST/EFA STATE JOB CLASS: 9999

HRLY RATE: $ 016.85 SCEIS POSITION #: 61037351

---

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.

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. (THIS IS A TEMPORARY POSITION PAID AT AN ESTABLISHED HOURLY RATE FOR HOURS WORKED. TEMPORARY POSITIONS DO NOT INCLUDE LEAVE, BENEFITS OR GRIEVANCE RIGHTS).

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)

THIS IS AN AT WILL POSITION AND IS EXEMPT FROM THE STATE EMPLOYEES' GRIEVANCE PROCEDURE ACT.