SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 03/28/17 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: ADMIN ASST/ABE SCDC POSITION #: 021587
HOURS/WEEKLY: 024.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: KERSHAW CORRECTIONAL INSTITUTION, KERSHAW (LANCASTER) LEVEL 2

STATE JOB TITLE: ADMIN ASST/ABE STATE JOB CLASS: 9999
HRLY RATE: $ 016.85 SCEIS POSITION #: 61042702

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.
HIGH SCHOOL DIPLOMA OR ASSOCIATE'S DEGREE AND BUSINESS, PERSONNEL,
CLERICAL OR PUBLIC ADMINISTRATION EXPERIENCE. EXPERIENCE IN WORD,
EXCEL AND SPREADSHEETS. EXCELLENT COMMUNICATION AND ORGANIZATIONAL
SKILLS.(THIS 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
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)
COMMENTS:
UNTIL FILLED