

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/12/18

CLOSING DATE: 06/26/18 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC

SCDC POSITION #: 020021

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM

LOCATION: FACILITIES MANAGEMENT, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMIN SPEC

STATE JOB CLASS: 9999

HRLY RATE: \$ 015.00 SCEIS POSITION #: 61077405

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

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DESCRIPTION OF DUTIES:

WITH LIMITED SUPERVISION, PERFORMS VARIOUS COMPLEX SPECIALIZED ACCOUNTING & FINANCIAL RECORDS THAT REQUIRE CONSIDERABLE JUDGEMENT IN THE APPLICATION OF ESTABLISHED PRACTICES & PROCEDURES. ASSISTS WITH ALL ASPECTS OF CREDIT CARDS TO INCLUDE RECONCILING ALL FACILITIES MANAGEMENT EMPLOYEES CREDIT CARD STATEMENTS; ASSISTS W/ADDITIONAL SCEIS CODING (CREDIT CARDS); DVR RECORDINGS FOR APPROVED SCDC PERSONNEL; CREATING REPORTS, SPREADSHEETS, GATHERING ESTIMATES, EQUIPMENT & MATERIAL SPECS FOR PO'S, PUTTING TOGETHER 21-20'S CORRECTLY; ENSURES ACCURATE RECEIVING & DOCUMENTATION OF MATERIALS/EQUIPMENT; COMPLETES SPECIAL ASSIGNMENTS & PREPARES REPORTS AS DIRECTED (CJCR); REVIEWS, TRACKS & ANALYZES RECORDS FOR ORDERING, INVENTORY & CONTROL OF MATERIALS; KEEPS WEEKLY LOG OF SHOP SUPPLIES; CONDUCTS MATERIAL/STOCK INVENTORY ANNUALLY & ENSURES COMPLIANCE W/SCDC POLICIES; PERFORMS OTHER RELATED DUTIES AS REQUIRED.

COMMENTS:

MUST SUBMIT RESUME FOR CONSIDERATION