SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/21/16 CLOSING DATE: 01/03/17 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC II SCDC POSITION #: 013928
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0400 PM
LOCATION: MCCORMICK CORRECTIONAL INSTITUTION, MCCORMICK (MCCORMICK) LEVEL 3

STATE JOB TITLE: ADMIN SPECIALIST II STATE JOB CLASS: AA50
PAY BAND/LEVEL: 03 A
BAND: 03 SALARY RANGE $ 022182 - $ 041046 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 022182 - $ 024400 SCEIS POSITION #: 61017813

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY
BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE
MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE
EXPERIENCE IN USE OF CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:
RESPONSIBLE FOR PERFORMING SECRETARIAL AND CLERICAL DUTIES IN THE
OFFICE OF THE ASSOCIATE WARDEN FOR OPERATIONS AND SECURITY, ASSOCIATE
WARDEN FOR PROGRAMS AND SUPPORT, AND THE MAJOR WHICH INCLUDES SECURITY
PERSONNEL SCHEDULING AND DISCIPLINARY REPORTS, COORDINATING AND
MANAGING DUTY ROSTERS, PREPARING MEETING MINUTES AND SCHEDULES,
MAINTAINING ALL SECURITY FILES, MANAGING INMATE AND EMPLOYEE
TELEPHONE SYSTEM, SERVES AS THE INSTITUTION'S RIM LIASION, PREPARING
AND SUBMITTING COMPUTER ACCESS REQUEST FORMS, PREPARING MANAGEMENT
INFORMATION NOTES, USE OF FORCE REPORTS, AND MONTHLY CELL SEARCH
REPORTS, COORDINATING INMATE AND EMPLOYEE IDENTIFICATION BADGES,
MAINTAINING EMPLOYEE ARREST FILES, MANAGING ALL PERSONNEL INFORMATION,
PREPARING AND DISTRIBUTING MANDATORY MEMOS AND SCHEDULES, MANAGING
AND PREPARING INMATE REQUEST. ALSO, SERVES AS INSTITUTION'S
COUNSEL SUBSTITUTE AND ICC REPRESENTATIVE.
COMMENTS:
MUST SATISFACTORILY COMPLETE SCDC BASIC TRAINING