

# ***SC DEPARTMENT OF CORRECTIONS***

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

OPENING DATE: 07/12/18

CLOSING DATE: 07/19/18 (4:30 PM)

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SCDC INTERNAL TITLE: ADMIN SPEC II

SCDC POSITION #: 010022

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

LOCATION: PERRY CORRECTIONAL INSTITUTION, PELZER (GREENVILLE) LEVEL 3

STATE JOB TITLE: ADMIN SPECIALIST II

STATE JOB CLASS: AA50

PAY BAND/LEVEL: 03 D

BAND: 03

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 024952 - \$ 032212 SCEIS POSITION #: 61018001

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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:

UNDER GENERAL SUPERVISION, PERFORMS A WIDE VARIETY OF ADMINISTRATIVE DUTIES FOR THE ASSOCIATE WARDEN OF OPERATIONS. THIS INDIVIDUAL MUST HAVE THE ABILITY TO DEAL WITH THE PUBLIC IN HANDLING INQUIRIES AND COMMUNICATING INFORMATION EFFECTIVELY.

MUST ATTEND BASIC TRAINING.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING