

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 11/14/17

CLOSING DATE: 11/21/17 (4:30 PM)

---

SCDC INTERNAL TITLE: ADMIN SPEC II SCDC POSITION #: 015817

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

LOCATION: ALLENDALE CORRECTIONAL INSTITUTION, FAIRFAX (ALLENDALE) LEVEL 2

STATE JOB TITLE: ADMIN SPECIALIST II STATE JOB CLASS: AA50

PAY BAND/LEVEL: 03 A

BAND: 03

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 022182 - \$ 028657 SCEIS POSITION #: 61020304

---

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. MUST HAVE EXPERIENCE IN

THE USE OF CRT/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

SEARCHES INCOMING MAIL AND OUTGOING MAIL. PICKS UP INCOMING MAIL

FROM THE US POST OFFICE DAILY. DELIVERS INMATE MAIL TO HOUSING UNITS.

PROCESSES ALL ITEMS FOUND AND COMPLETES APPROPRIATE DOCUMENTATION.

DOCUMENTS LEGAL MAIL BY COMPLETING LEGAL MAIL LOG SHEET. MAINTAINS

RECORDS OF ALL MONEY AND GOVERNMENT CHECKS RECEIVED AND PAID THROUGH

EH COOPER ACCOUNTS. COORDINATES ACTIVITIES OF INMATE COOPER TRUST FUND

BETWEEN THE INMATES AND FISCAL OFFICE.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING