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-ASSOC WDN SCDC POSITION #: 015951
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: EVANS CORRECTIONAL INSTITUTION, BENNETTSVILLE (MARLBORO) 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 #: 61021356

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY
BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.
TWO 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 OF THE ASSOCIATE WARDEN FOR OPERATIONS
PERFORMS ADMINISTRATIVE SERVICES FOR ADJUSTMENT HEARINGS. PREPARES
AND DISTRIBUTES CORRESPONDENCE RELATING TO INMATE DISCIPLINARY
PROCESS TO INCLUDE REPORTS, SCHEDULES, MEMORANDUMS, AND DEPOSITIONS.
MAKE AUTOMATED ENTRIES OF INMATE DISCIPLINARIES IN CRT. CONDUCTS
INQUIRES AS NECESSARY. MAINTAINS ACCURATE FILING SYSTEM FOR ALL ACTIVE
INCIDENT REPORTS, RULES VIOLATIONS, DISCIPLINARY HEARINGS RECORD, AND
OTHER RELATED DOCUMENTATION. PROVIDES ADMINISTRATIVE SUPPORT TO THE
DHO.