

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/12/18

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

SCDC INTERNAL TITLE: INMATE GRIEV COORD SDCD POSITION #: 014952
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: MCCORMICK CORRECTIONAL INSTITUTION, MCCORMICK (MCCORMICK) LEVEL 3

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT STATE JOB CLASS: AA75
PAY BAND/LEVEL: 04 D
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 030363 - \$ 039201 SCEIS POSITION #: 61017945

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE. (OR AN ACCPETABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). SIX (6) YEARS OF RESPONSIBLE CLERICAL, SECRETARIAL OR ADMINISTRATIVE EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION FROM THE WARDEN AND CENTRAL OFFICE INMATE GRIEVANCE ADMINISTRATOR, PERFORMS A WIDE VARIETY OF ADMINISTRATIVE DUTIES FOR THE INMATE GRIEVANCE BRANCH. INVESTIGATES GRIEVANCES BY CONDUCTING THOROUGH AND IMPARTIAL INQUIRIES OF CIRCUMSTANCES PERTAINING TO GRIEVANCES THROUGH INTERVIEWS WITH INMATES AND STAFF. ANALYZES SPECIFIC INFORMATION OBTAINED AND PREPARES RECOMMENDATIONS DESIGNED TO RESOLVE PROBLEMS AT THE LOWEST POSSIBLE LEVEL. REVIEWS AND RESEARCHES SDCD POLICY AS IT RELATES TO GRIEVANCES. MAINTAINS THE COMPUTERIZED TRACKING SYSTEMS FOR GRIEVANCES. ACCEPTS AND FORWARDS APPEALS TO CENTRAL OFFICE. PERFORMS OTHER DUTIES AS ASSIGNED.

COMMENTS:

MUST ATTEND SDCD BASIC TRAINING