

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/14/18

CLOSING DATE: 02/22/18 (4:30 PM)

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SCDC INTERNAL TITLE: ADMIN ASST I

SCDC POSITION #: 010071

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0430 PM

LOCATION: MANNING REENTRY/WORK RELEASE CENTER, COLUMBIA (RICHLAND) LEVEL 1

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT

STATE JOB CLASS: AA75

PAY BAND/LEVEL: 04 B

BAND: 04

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61016951

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### 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 ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). THREE (3) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN CRT AND/OR PERSONAL COMPUTER.

### DESCRIPTION OF DUTIES:

RESPONSIBLE FOR A DIVERSE RANGE OF FUNCTIONS RELATED TO PROGRAMS AND SERVICES. PERFORMS A WIDE RANGE OF ADMINISTRATIVE DUTIES TO INCLUDE: MAINTAIN THE ALPHA ROSTER FOR THE OJT ASSIGNMENTS, CREATE AND DISTRIBUTE SCHEDULES, ENSURE VOLUNTEER DIRECTORY IS UP-TO-DATE AND ACCURATE, ASSIST WITH THE SCHEDULING OF CHARACTER CLASS, CREATE MEMORANDUMS, SPREADSHEETS, AGENDAS, CALENDARS AND CERTIFICATES FOR MONTHLY PROGRAMS/EVENTS. SERVE AS PROGRAMS' RECEPTIONIST BY GREETING VOLUNTEERS AND RECEIVING ALL INCOMING CALLS. OTHER DUTIES INCLUDE BUT NOT LIMITED TO INSTITUTIONAL COUNSEL SUBSTITUTE AND BACKUP FOR RECORDS RETENTION.