

# 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 #: 011552

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 D

BAND: 04

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 030363 - \$ 039201 SCEIS POSITION #: 61019598

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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). FOUR (4) YEARS OF RESPONSIBLE CLERICAL, SECRETARIAL OR ADMINISTRATIVE EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN THE USE OF 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.