

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/20/16

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: DRIVER SCDC POSITION #: 010134
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0400 PM
LOCATION: RECYCLING OPERATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30
PAY BAND/LEVEL: 04 E
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 031575 - \$ 032499 SCEIS POSITION #: 61016856

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED
PROGRAM EXPERIENCE.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). ONE (1) YEAR EXPERIENCE IN THE OPERATION OF TRUCKS,
SEMI-TRAILER OR OTHER MOTORIZED VEHICLES. MUST OBTAIN CDL, CLASS A
WITHIN SIX (6) MONTHS FROM DATE OF OCCUPYING THE POSITION.

DESCRIPTION OF DUTIES:

PICK UP CONFIDENTIAL MATERIALS AND SUPERVISE SHREDDING ACTIVITIES;
ENSURE SECURITY OF CONFIDENTIAL MATERIALS, OVERSEE INMATE WORKERS
THROUGHOUT THE SHREDDING PROCESS AND PREPARE SHREDDED MATERIALS FOR
MARKET. MAKE SCHEDULED PICK UPS FROM INSTITUTIONS AND VARIOUS STATE
AGENCIES THROUGHOUT THE COLUMBIA AREA. ENSURE THAT ALL RECYCLABLES
RETURNED TO THE RECYCLING CENTER ARE WEIGHED AND DOCUMENTED. DELIVER
RECYCLABLE PRODUCTS TO VARIOUS MARKETS FOR SALE. MAINTAIN GOOD
RAPPOR AND EFFECTIVE RELATIONSHIPS WITH AGENCY PERSONNEL AND OUTSIDE
RELATED PARTIES. MAINTAIN STATE VEHICLE BY PERFORMING PREVENTIVE
MAINTENANCE CHECKS AND SERVICES ON A DAILY BASIS.

****ONLY CLASS A CDL LICENSED DRIVERS WILL BE CONSIDERED****

****THIS POSITION WILL REMAIN OPEN UNTIL FILLED****

COMMENTS:

UNTIL FILLED

UNTIL FILLED