SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/15/16 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: SUPV ASST SCDC POSITION #: 019498

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0400 PM

LOCATION: MAC DOUGALL FARM OPER, COLUMBIA (BERKELEY)

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30

PAY BAND/LEVEL: 04 A

BAND: 04 SALARY RANGE $ 026988 - $ 049932 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: $ 026988 - $ 030900 SCEIS POSITION #: 61016904

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). A HIGH SCHOOL DIPLOMA AND ONE (1) YEAR EXPERIENCE IN

A POULTRY OPERATIONS WITH TWO (2) YEARS FORAGE AND ONE (1) YEAR

SUPERVISORY EXPERIENCE.

DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION OF THE PROGRAM COORDINATOR I, IS RESPONSIBLE

FOR DAY TO DAY OPERATION OF THE MACDOUGALL FARM TO INCLUDE, BUT NOT

LIMITED TO BROODER OPERATION, LAYER OPERATION, FORAGE CROP PRODUCTION,

SHIPMENT, TRANSPORTATION, AND WASTE MANAGEMENT. THIS POSITION IS ALSO

RESPONSIBLE FOR THE SUPERVISION AND TRAINING OF 30+ INMATE WORK FORCE.

WORK HOURS MAY FLUCTUATE BASED ON SEASONAL REQUIREMENTS.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

THIS POSITION IS OPEN UNTIL FILLED