

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/13/18

CLOSING DATE: 02/21/18 (4:30 PM)

SCDC INTERNAL TITLE: PROGRAM ASST

SCDC POSITION #: 019597

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: TYGER RIVER CORRECTIONAL INSTITUTION, ENOREE (SPARTANBURG) LEVEL 2

STATE JOB TITLE: PROGRAM ASSISTANT

STATE JOB CLASS: AH30

PAY BAND/LEVEL: 04 C

BAND: 04

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 029192 - \$ 037695 SCEIS POSITION #: 61020428

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). ANY FOUR (4) YEAR COMBINATION OF EDUCATION, CORRECTIONAL AND/OR PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:

EVALUATES INMATE RECORDS TO DETERMINE ELIGIBILITY FOR INSTITUTIONAL ASSIGNMENTS, CUSTODY CHANGES, EMPLOYMENT AND TREATMENT PROGRAM FOR THE LABOR CREW AND WORK PROGRAM. COORDINATE WITH BUSINESS OWNERS AND MANAGERS ON DAY TO DAY ACTIVITIES RELATED TO INMATE JOB PLACEMENT. CONDUCT CLASSIFICATION REVIEWS, INTERVIEW INMATES AND RECORD PROGRESS MADE ON A PERIODIC BASIS. COUNSELS WITH INMATES RELATING TO THEIR GENERAL INSTITUTIONAL ADJUSTMENT OR RELATED PROBLEMS. RESPONDS ORALLY AND/OR THROUGH WRITTEN CORRESPONDENCE TO INQUIRIES OF INFORMATION ON INMATES BY DEPARTMENTAL OFFICIALS AND OTHER AGENCIES. OPERATES THE COMPUTER TO ASCERTAIN INFORMATION PERTAINING TO INMATES' SOCIAL, CRIMINAL, EDUCATIONAL AND FAMILY HISTORIES. CONDUCT SITE VISITS TO CONTRACTING AGENCIES/EMPLOYERS. MAINTAIN INSTITUTIONAL RECORDS AND ENSURE ACCOUNTABILITY. ADVISE INMATE ON RELEASE AND SENTENCE INFORMATION.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING