SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/26/17 CLOSING DATE: 02/02/17 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC C SCDC POSITION #: 010044
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0400 PM
LOCATION: WATEREE RIVER CORRECTIONAL INSTITUTION, REMBERT (SUMTER) LEVEL 2

STATE JOB TITLE: ADMIN SPECIALIST II STATE JOB CLASS: AA50
PAY BAND/LEVEL: 03 C
BAND: 03 SALARY RANGE $ 022182 - $ 041046 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 023992 - $ 030980 SCEIS POSITION #: 61022555

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY
BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). TWO (2) 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:
UNDER GENERAL SUPERVISION PERFORMS COMPLEX ADMINISTRATIVE/CLERICAL
DUTIES. SERVES AS THE INSTITUTIONAL PERSONAL IDENTIFICATION NUMBER
(PIN) COORDINATOR. PROVIDES INSTRUCTIONAL INFORMATION TO INMATES TO
ENSURE DOCUMENTS ARE COMPLETED ACCURATELY. SERVES AS THE STAFF
COORDINATOR FOR THE INMATE REPRESENTATIVE COMMITTEE (IRC). ORDERS/
OBTAINS ITEMS FOR INMATE SALES AND/OR SPECIAL PROJECTS. ASSISTS WITH
SALES, PREPARES FINANCIAL REPORTS AS REQUIRED. RESPONSIBLE FOR INMATE
TO INMATE CORRESPONDENCE, PREPARING DOCUMENTS FOR THE WARDEN'S
SIGNATURE. CONDUCTS WEEKLY INMATE ORIENTATION. SERVES AS THE
INSTITUTIONAL COUNSEL SUBSTITUTE, FOLLOWING GUIDELINES ESTABLISHED BY
SCDC POLICY. SERVES AS THE BACK UP FOR THE WARDEN'S ADMINISTRATIVE
ASSISTANT, FILLING IN AS NECESSARY. DATA ENTRY/CRT/TYPING SKILLS ARE
REQUIRED. RESPONSIBLE FOR OTHER GENERAL OFFICE DUTIES INCLUDING, BUT
NOT LIMITED TO, FILING, PREPARING REPORTS, ETC.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING