SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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

SCDC INTERNAL TITLE: INDUSTRIES SUPV I SCDC POSITION #: 013323
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0400 PM
LOCATION: WATEREE FARM OPERATIONS, REMBERT (SUMTER) LEVEL 2

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30
PAY BAND/LEVEL: 04 E
BAND: 04 SALARY RANGE $ 026988 - $ 049932 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 031575 - $ 032499 SCEIS POSITION #: 61016898

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). THREE (3) YEARS IN OPERATING A TRACTOR TRAILER; TO
INCLUDE TWO (2) YEARS EXPERIENCE IN ROUTINE AND MINOR MAINTENANCE ON
VEHICLE AND RELATED EQUIPMENT. MUST HAVE AND MAINTAIN A VALID SC CDL
CLASS A LICENSE. (MANUAL TRANSMISSION)

DESCRIPTION OF DUTIES:
DRIVES AGRICULTURAL TRUCKS AND OTHER VEHICLES FOR FARM. RESPONSIBLE
FOR VEHICLE READINESS FOR OPERATION, TO INCLUDE PERFORMING DAILY
INSPECTION AND CLEANING OF ALL VEHICLES. ENSURES ROUTINE MAINTENANCE
IS PERFORMED ON ALL VEHICLES. SUPERVISES LOADING/UNLOADING OF
PRODUCTS, MACHINERY AND SUPPLIES. ENSURE SAFETY AND SECURITY OF
ALL VEHICLES AND INMATES UNDER POSITION'S SUPERVISION. MUST HAVE A
CLASS "A" CDL.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
THIS POSITION IS OPEN UNTIL FILLED
MUST ATTEND SCDC BASIC TRAINING