

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/11/17

CLOSING DATE: 10/24/17 (4:30 PM)

SCDC INTERNAL TITLE: ASSISTANT CHIEF (LEOIV) SCDC POSITION #: 011235
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: POLICE SERVICES, COLUMBIA (RICHLAND)

STATE JOB TITLE: LAW ENFORCEMENT OFC IV STATE JOB CLASS: JC40
PAY BAND/LEVEL: 07 B
BAND: 07 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 058000 - \$ 058852 SCEIS POSITION #: 61016555

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE PERFORMING PATROL OR INVESTIGATIVE DUTIES WITH A PUBLIC LAW ENFORCEMENT AGENCY. (OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE AND FOUR (4) YEARS LAW ENFORCEMENT/INVESTIGATIVE EXPERIENCE; OR AN ASSOCIATE'S DEGREE AND SIX (6) YEARS LAW ENFORCEMENT/INVESTIGATIVE EXPERIENCE; OR A HIGH SCHOOL DIPLOMA AND EIGHT (8) YEARS LAW ENFORCEMENT/INVESTIGATIVE EXPERIENCE. MUST BE CURRENTLY CERTIFIED BY CJA AS CLASS 1 LAW ENFORCEMENT OFFICER WITH FIVE (5) YEARS GANG INVESTIGATIVE EXPERIENCE.

DESCRIPTION OF DUTIES:

REPORTS DIRECTLY TO THE CHIEF OF ADMINISTRATION IN SCDC POLICE SERVICES. FUNCTIONS AS THE ASSISTANT CHIEF FOR STG INVESTIGATIONS. REVIEWS ALL INVESTIGATIVE REPORTS UPON SUBMISSION AND ENSURES THAT REPORTS HAVE BEEN COMPLETED TIMELY AND PROPER TECHNIQUES FOLLOWED. SUPERVISES DAY-TO-DAY THE AGENTS WITHIN REGION. RESPONSIBLE FOR ENSURING STG VALIDATION AND RENOUNCIATION PROCESS IS CARRIED OUT IN COMPLIANCE WITH AGENCY POLICY. REVIEWS ALL CRC CORRESPONDENCE WITH STG CONCERNS. SUPPORTS THE CHIEF OF ADMINISTRATION WITH INCIDENT COMMAND SYSTEM PROCEDURES AND LIAISONS WITH OTHER UNITS IN THE EVENT OF AN INCIDENT. ASSIST IN MONITORING THE INMATE TELEPHONE SYSTEM WITHIN THE AGENCY. ASSISTS WITH TRAINING PROGRAMS, INTERVIEW BOARDS AND COMMITTEES. PERFORMS DUTIES AS COMMISSIONED LAW ENFORCEMENT OFFICER WHEN REQUIRED AND AS NEEDED.

COMMENTS:

MUST SUBMIT RESUME WITH APPLICATION.