

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/10/18

CLOSING DATE: 07/17/18 (4:30 PM)

SCDC INTERNAL TITLE: CPL II - BUS

SCDC POSITION #: 015971

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 01 WORK TIME: 0700 AM - 0500 PM

LOCATION: INMATE BUS TERMINAL, COLUMBIA (RICHLAND)

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

PAY BAND/LEVEL: 04 B

BAND: 04

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61017083

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,
SECURITY OR POLICE WORK.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES)

EIGHTEEN MONTHS OF EXPERIENCE IN CORRECTIONAL SECURITY

OR POLICE WORK. MUST SUCCESSFULLY COMPLETE

BASIC CERTIFICATION TRAINING AT THE S.C. DEPT. OF CORRECTIONS

TRAINING ACADEMY WITHIN SIX MONTHS OF BEING IN THE POSITION.

THIS IS A NEOGOV POSITION ONLY. APPLY AT WWW.JOBS.SC.GOV

DESCRIPTION OF DUTIES:

UNDER THE DIRECT SUPERVISION OF THE SERGEANT, ENSURES THE CENTRAL BUS
TERMINAL OPERATION MEETS DAILY OBJECTIVES COMPLETELY AND FOLLOWS
AGENCY POLICIES AND PROCEDURES. PROVIDES DIRECTION AND INSTRUCTION
TO INMATES AND/OR CORRECTIONAL OFFICERS IN A PROGRAM OF DISCIPLINE,
SAFETY, SECURITY AND REHABILITATION OF INMATES. PROVIDES PROPER
INSTRUCTION ON USE OF KEYS, FIREARMS, CHEMICAL MUNITIONS AND
RESTRAINING EQUIPMENT WHEN NECESSARY. INSTRUCTS AND COUNSELS INMATES
AS REQUIRED. MONITORS INMATE MOVEMENT WITHIN THE CONFINES OF THE
CENTRAL BUS TERMINAL. PROVIDES SAFE TRANSPORT OF INMATES IN ALL
CUSTODY LEVELS ON PCR, MEDICAL, TRANSFERS, PAROLE AND EXTRADITION
ROUTES (MALE AND FEMALE). SAFE KEEPERS (SK) AND SPECIAL MANAGEMENT
UNIT (SMU) INMATES ARE ALSO TRANSPORTED. USES GOOD SUPERVISORY
JUDGEMENT AND DECISIONS WHEN TRANSPORTING INMATES.

COMMENTS:

MUST OBTAIN CDL WITHIN 5 MONTHS AFTER EMPLOYMENT.

APPROVED. COLIE L. RUSHTON