

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/13/18

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

SCDC INTERNAL TITLE: SGT II

SCDC POSITION #: 011869

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E2 WORK TIME: 0700 PM - 0700 AM

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

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

PAY BAND/LEVEL: 04 D

BAND: 04

SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 030363 - \$ 039201 SCEIS POSITION #: 61017204

MINIMUM AND ADDITIONAL REQUIREMENTS:

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

TWO YEARS EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK.

CERTIFIED BY THE TRAINING ACADEMY AND COMPLETION OF THE BASIC
SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

UNDER THE SUPERVISION OF THE HOUSING LIEUTENANT, THE INCUMBENT
SUPERVISES THE JOB PERFORMAMNCE AND APPEARANCE OF SECURITY PERSONNEL
ASSIGNED TO THE UNIT. ASSISTS WITH PREPARATION OF EVALUATIONS,
REQUESTS FOR DISCIPLINARY ACTION, COUNSELING, AND TRAINING OF
OFFICERS ASSIGNED TO THE UNIT. CONDUCTS BRIEFINGS FOR ALL UNIT
OFFICERS. MAKES ROUTINE INSPECTIONS OF THE UNIT TO ENSURE OFFICERS
ARE PROPERLY PERFORMING THEIR DUTIES, AND THAT SAFETY, SANITATION
AND SECURITY STANDARDS ARE MAINTAINED. CONDUCTS INVESTIGATIONS OF
ALLEGED MISCONDUCT ON PART OF INMATES AND EMPLOYEES ASSIGNED TO THE
UNIT. ASSISTS IN CONDUCTING ALL FORMAL AND INFORMAL COUNTS.
INFORMS HOUSING LIEUTENANT OF ALL INCIDENTS AS THEY OCCUR. WRITES
REPORTS AND REVIEWS REPORTS WRITTEN BY SUBORDINATE OFFICERS FOR
ACCURACY, CONTENT, ETC. PERFORMS THE DUTIES OF THE HOUSING
LIEUTENANT IN HIS/HER ABSENCE. ASSUMES RESPONSIBILITY FOR THE
HOUSING UNIT DURING HIS/HER TOUR OF DUTY.