SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/11/18 CLOSING DATE: 07/18/18 (4:30 PM)

SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 012319

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E1 WORK TIME: 0700 AM - 0700 PM

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 #: 61017265

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)

TWO YEARS OF EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK. MUST BE CERTIFIED BY THE TRAINING ACADEMY AND SUCCESSFULLY COMPLETE THE BASIC SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

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

DESCRIPTION OF DUTIES:

SUPERVISES THE PERFORMANCE OF SECURITY PERSONNEL ASSIGNED TO SHIFT. ASSISTS WITH PREPARATION OF EMPLOYEE EVALUATIONS, DISCIPLINARY ACTIONS, AND COUNSELING SESSIONS. ASSISTS WITH CONDUCTING SHIFT BRIEFINGS WITH ALL OFFICERS. REMAINS FAMILIAR WITH ALL ACTIVITIES OCCURRING DURING THE SHIFT TO KEEP SUBORDINATES INFORMED OF CHANGES AFFECTING INMATES AND OPERATIONS. MAKES ROUTINE AND NON-ROUTINE SECURITY CHECKS OF WORK AREAS, LIVING AREA UNITS. CONDUCTS COUNTS (FORMAL AND INFORMAL). INVESTIGATES INMATE COMPLAINTS AND TAKES APPROPRIATE ACTION; INSTRUCTS AND COUNSELS INMATES AS REQUIRED. MONITORS INMATE MOVEMENT WITHIN THE INSTITUTION. PERFORMS ESSENTIAL AND MARGINAL DUTIES OF SUBORDINATES; PERFORMS ALL OTHER RELATED DUTIES AS ASSIGNED BY THE SUPERVISOR.