

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 #: 012372

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D1 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 #: 61017283

MINIMUM AND ADDITIONAL REQUIREMENTS:

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

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.

COMMENTS:

FILLING TWO (2) POSITIONS FROM THIS POSTING.