

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/13/18

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

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SCDC INTERNAL TITLE: SGT II

SCDC POSITION #: 012903

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 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 #: 61017369

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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. MUST BE  
CERTIFIED BY THE TRAINING ACADEMY AND SUCCESSFULLY COMPLETE THE BASIC  
SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE  
POSITION.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION OF THE SHIFT LIEUTENANT, IS RESPONSIBLE FOR  
THE OVERALL SUPERVISION OF SUBORDINATE SECURITY ASSIGNED TO THE  
HOUSING UNITS, AND FOR THE SUPERVISION, CUSTODY AND CONTROL OF ALL  
INMATES ASSIGNED TO THE UNITS. MAKES ROUTINE INSPECTIONS OF THE  
LIVING AREAS FOR COMPLIANCE WITH SECURITY, SAFETY AND SANITATION  
STANDARDS. CONDUCTS INVESTIGATIONS OF ALLEGED MISCONDUCT ON THE PART  
OF INMATES AND SECURITY PERSONNEL ASSIGNED TO THE AREA OF  
RESPONSIBILITY. ASSISTS IN CONDUCTING FORMAL AND INFORMAL COUNTS.  
SUPERVISES THE JOB PERFORMANCE, CONDUCT AND APPEARANCE OF ASSIGNED  
SECURITY PERSONNEL AND PREPARES EMPLOYEE EVALUATIONS. COUNSELS,  
RECOMMENDS DISCIPLINARY ACTION, AND TRAINS SUBORDINATE STAFF TO  
REQUIRED STANDARDS OF PERFORMANCE. PREPARES REPORTS AS NEEDED OR  
REQUIRED. PERFORMS DUTIES OF SHIFT LIEUTENANT WHEN NECESSARY.