

# 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: CPL II

SCDC POSITION #: 012916

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 B

BAND: 04

SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61017374

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MINIMUM AND ADDITIONAL REQUIREMENTS:

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

EIGHTEEN MONTHS EXPERIENCE IN CORRECTIONAL SECURITY  
OR POLICE WORK. INCUMBENT MUST SUCCESSFULLY COMPLETE

BASIC CERTIFICATION TRAINING AT THE S.C. DEPT. OF CORRECTIONS  
TRAINING ACADEMY WITHIN SIX MONTHS OF BEING IN THE POSITION.

DESCRIPTION OF DUTIES:

ASSIST SERGEANT IN EVALUATING OFFICER DUTY PERFORMANCE. PROVIDES  
DIRECT SUPERVISION TO SUBORDINATE OFFICERS. REVIEWS INCIDENT REPORTS  
WRITTEN BY OFFICER AND TAKES APPROPRIATE ACTION. INVESTIGATES INMATE  
COMPLAINTS AND TAKES APPROPRIATE ACTION. INSTRUCTS AND COUNSELS  
OFFICERS CONCERNING DUTY REQUIREMENTS. INSTRUCTS AND COUNSELS INMATES  
AS REQUIRED. RELIEVES SERGEANT AS REQUIRED. MONITORS INMATE MOVEMENT  
WITHIN THE INSTITUTION.