

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/11/18

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

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SCDC INTERNAL TITLE: SGT II

SCDC POSITION #: 012921

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 #: 61017376

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### MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND 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](http://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.