

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/13/18

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

SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 017634

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 B

BAND: 04

SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61017453

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 ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION OF THE SHIFT SERGEANT, PROVIDES DIRECTION
AND INSTRUCTION TO INMATES AND OFFICERS IN A PROGRAM OF DISCIPLINE,
SAFETY, SECURITY AND REHABILITATION OF INMATES IN A MEDIUM SECURITY
FACILITY. ASSISTS SERGEANT IN EVALUATING OFFICER PERFORMANCE;
PROVIDES DIRECT SUPERVISION TO SUBORDINATE OFFICERS. REVIEWS INCIDENT
REPORTS WRITTEN BY OFFICERS. INSTRUCTS AND COUNSELS OFFICERS
CONCERNING DUTY REQUIREMENTS. 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 AN OFFICER; PERFORMS ALL OTHER RELATED DUTIES
AS ASSIGNED BY THE SHIFT SUPERVISOR.