

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/10/17

CLOSING DATE: 10/17/17 (4:30 PM)

SCDC INTERNAL TITLE: CPL I

SCDC POSITION #: 010790

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E1 WORK TIME: 0700 AM - 0700 PM

LOCATION: LIVESAY CORRECTIONAL INSTITUTION, SPARTANBURG (SPARTANBURG) LEVEL 1

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

PAY BAND/LEVEL: 04 A

BAND: 04

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 026988 - \$ 034866 SCEIS POSITION #: 61017647

MINIMUM AND ADDITIONAL REQUIREMENTS:

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

TWELVE 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:

ASSISTS SERGEANT I IN EVALUATING OFFICER DUTY PERFORMANCE. PROVIDES
DIRECT SUPERVISION TO SUBORDINATE OFFICERS. REVIEWS INCIDENT REPORTS
WRITTEN BY OFFICER I 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 I AS REQUIRED.
MONITORS INMATE MOVEMENT WITHIN THE INSTITUTION.

COMMENTS:

SHIFT/SCHEDULE SUBJECT TO CHANGE BASED UPON INSTITUTIONAL NEEDS