

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/13/18

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

SCDC INTERNAL TITLE: SGT I

SCDC POSITION #: 016570

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 B

BAND: 04

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61017727

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. CERTIFIED BY THE SCDC TRAINING ACADEMY AND SATISFACTORY
COMPLETION OF THE BASIC SUPERVISORY COURSE WITHIN SIX MONTHS OF
ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

CONDUCTS ROLL CALL; MONITORS OFFICERS ON DUTY; INSTRUCTS AND EXPLAINS
RULES, REGULATIONS AND PROCEDURES. ASSISTS IN NON-ROUTINE PROBLEMS.
MAKES SANITATION, SAFETY AND SECURITY INSPECTIONS OF ALL BUILDINGS,
BUILDING CONTENTS, GROUNDS AND VEHICLES AND CORRECTS OR REPORTS SHORT-
COMINGS OR DEFICIENCIES. ASSIGNS SPECIFIC DUTIES TO SUBORDINATE
OFFICERS TO ENSURE CLEANING OF BUILDINGS, GROUNDS, ETC., AND PROPER
SUPERVISION AND CONTROL OF INMATES IN THE WARDS, RECREATION AREA, AND
ON SPECIAL DETAIL. SUPERVISES AND VERIFIES THE ACCURACY OF SCHEDULED
FORMAL COUNTS; MAKES INFORMAL COUNTS WHEN REQUIRED. ASSISTS IN
SPECIAL INVESTIGATIONS AND MAKES RECOMMENDATIONS TO SUPERVISOR.
EVALUATES OFFICERS' DUTY PERFORMANCE; INSTRUCTS AND COUNSELS OFFICERS
IN REQUIRED DUTY PERFORMANCE STANDARDS.

COMMENTS:

SHIFT/SCHEDULE SUBJECT TO CHANGE