SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/22/16 CLOSING DATE: 12/01/16 (4:30 PM)

SCDC INTERNAL TITLE: CPL II SCDC POSITION #: 014100

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0800 PM - 0800 AM

LOCATION: MCCORMICK CORRECTIONAL INSTITUTION, MCCORMICK (MCCORMICK) LEVEL 3

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35

PAY BAND/LEVEL: 04 B

BAND: 04 SALARY RANGE $ 026988 - $ 049932 SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: $ 028074 - $ 036260 SCEIS POSITION #: 61017837

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:

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

COMMENTS:

SHIFT/WORK ASSIGNMENT SUBJECT TO CHANGE.