

**SC DEPARTMENT OF CORRECTIONS**

**-JOB POSTING NOTICE (EOE)-**

OPENING DATE: 11/22/16

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

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SCDC INTERNAL TITLE: CPL II SCDC POSITION #: 014468

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D1 WORK TIME: 0800 AM - 0800 PM

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 #: 61017917

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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 COM-  
PLAINTS AND TAKES APPROPRIATE ACTION. INSTRUCTS AND COUNSELS OFFICERS  
CONCERNING DUTY REQUIREMENTS. INSTRUCTS AND COUNSELS INMATES AS RE-  
QUIRED. RELIEVES SERGEANT II. MONITORS INMATE MOVEMENT WITHIN THE  
INSTITUTION.

COMMENTS:

SHIFT/WORK ASSIGNMENT SUBJECT TO CHANGE.