

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 12/12/17

CLOSING DATE: 12/19/17 (4:30 PM)

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SCDC INTERNAL TITLE: CPL II SCDC POSITION #: 010776  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0600 PM - 0600 AM  
LOCATION: PERRY CORRECTIONAL INSTITUTION, PELZER (GREENVILLE) LEVEL 3

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 #: 61018022

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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 BEING IN 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 AS REQUIRED. MONITORS INMATE  
MOVEMENT WITHIN THE INSTITUTION.  
COMMENTS:  
SHIFT / HOURS SUBJECT TO CHANGE