

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/10/18

CLOSING DATE: 07/17/18 (4:30 PM)

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SCDC INTERNAL TITLE: SGT II

SCDC POSITION #: 011994

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D1 WORK TIME: 0600 AM - 0600 PM

LOCATION: PERRY CORRECTIONAL INSTITUTION, PELZER (GREENVILLE) LEVEL 3

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

PAY BAND/LEVEL: 04 D

BAND: 04

SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 030363 - \$ 039201 SCEIS POSITION #: 61018099

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MINIMUM AND ADDITIONAL REQUIREMENTS:

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

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE  
HUMAN RESOURCES)

TWO YEARS OF EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK.

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

\*THIS IS A NEOGOV POSITION ONLY. APPLY AT [WWW.JOBS.SC.GOV](http://WWW.JOBS.SC.GOV)\*

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION, PLANS, COORDINATES AND DIRECTS THE ACTIONS  
OF THE SECURITY STAFF AND OVERSEES SECURITY, CUSTODY AND CONTROL OF  
INMATES IN ASSIGNED UNIT(S) OF A MEDIUM/MAXIMUM SECURITY FACILITY.  
ASSUMES PRIMARY RESPONSIBILITY FOR SECURITY FOR ALL BUILDINGS AND  
PUBLIC PROPERTY. MAKES ROUTINE CHECKS OF THE UNIT(S) TO ENSURE  
SUBORDINATE STAFF ARE PERFORMING THEIR DUTIES PROPERLY AND SAFELY, AND  
THAT CLEANLINESS AND OSHA STANDARDS ARE MAINTAINED. ASSISTS WITH ALL  
INMATE COUNTS FOR ACCURACY. INVESTIGATES COMPLAINTS AND VIOLATIONS;  
ARBITRATES DISPUTES AMONG INMATE POPULATION AND CORRECTIONAL STAFF.

COMMENTS:

SHIFT/HOURS SUBJECT TO CHANGE