

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/11/17

CLOSING DATE: 10/18/17 (4:30 PM)

SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 016798
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E2 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 D
BAND: 04 SPECIAL INCENTIVE: YES
HIRING SALARY RANGE: \$ 030363 - \$ 039201 SCEIS POSITION #: 61018273

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,
SECURITY OR POLICE WORK.
TWO YEARS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK, OF
WHICH SIX MONTHS MUST BE IN A MEDIUM/MAXIMUM SETTING. CERTIFIED
BY THE TRAINING ACADEMY AND COMPLETION OF THE BASIC SUPERVISORY
COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.
WORK EXPERIENCE IN A MINIMUM SETTING MAY BE EQUATED ON A TWO FOR
ONE BASIS. SUCH SUBSTITUTION MUST BE SEPARATE AND APART FROM THE
REQUIRED TWO YEARS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE
WORK.

DESCRIPTION OF DUTIES:

SUPERVISES AND ASSISTS CORRECTIONAL OFFICERS ENGAGED IN MAINTAINING
THE SECURITY, CONTROL AND SAFETY OF ALL INMATES ASSIGNED TO A
CORRECTIONAL FACILITY. IN THE ABSENCE OF THE SUPERVISOR, ASSUMES
THE PRIMARY RESPONSIBILITY FOR THE SECURITY OF ALL BUILDINGS ASSIGNED
TO THE FACILITY AND ALL INMATES AND PUBLIC PROPERTY LOCATED THEREIN.
PREPARES AND SUBMITS OPERATIONAL AND ADMINISTRATIVE REPORTS TO HIGHER
AUTHORITY AND PERFORMS OTHER SECURITY DUTIES DEALING WITH SAFETY AND
OSHA REPORTING REQUIREMENTS.

COMMENTS:

SHIFT/HOURS SUBJECT TO CHANGE