

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 11/18/16

CLOSING DATE: 11/29/16 (4:30 PM)

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SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 012821  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E2 WORK TIME: 0700 PM - 0700 AM  
LOCATION: BROAD RIVER CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35  
PAY BAND/LEVEL: 04 D  
BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: YES  
HIRING SALARY RANGE: \$ 030363 - \$ 039201 SCEIS POSITION #: 61022616

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

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION OF THE SHIFT LIEUTENANT, IS RESPONSIBLE  
FOR THE OVERALL SUPERVISION OF SUBORDINATE SECURITY ASSIGNED TO THE  
HOUSING UNITS, AND FOR THE SUPERVISION, CUSTODY AND CONTROL OF ALL  
INMATES ASSIGNED TO THE HOUSING UNITS. MAKES ROUTINE INSPECTIONS OF  
THE LIVING AREAS FOR COMPLIANCE WITH SECURITY, SAFETY AND SANITATION  
STANDARDS. CONDUCTS INVESTIGATIONS OF ALLEGED MISCONDUCT ON THE PART  
OF INMATES AND SECURITY PERSONNEL ASSIGNED TO THE AREA OF RESPONSIBI-  
LITY. ASSISTS IN CONDUCTING FORMAL AND INFORMAL COUNTS. SUPERVISES  
THE JOB PERFORMANCE, CONDUCT AND APPEARANCE OF ASSIGNED SECURITY  
PERSONNEL AND PREPARES EMPLOYEE EVALUATIONS. COUNSELS, RECOMMENDS  
DISCIPLINARY ACTION, AND TRAINS SUBORDINATE STAFF TO REQUIRED  
STANDARDS OF PERFORMANCE. PREPARES REPORTS AS NEEDED OR REQUIRED.  
PERFORMS DUTIES OF SHIFT LIEUTENANT WHEN NECESSARY.

COMMENTS:

SHIFT/WORK SCHEDULE SUBJECT TO CHANGE. \*\*RE-ANNOUNCEMENT\*\*  
THIS POSITION IS ASSIGNED TO CSU (GREENWOOD)