# *SC DEPARTMENT OF CORRECTIONS*

# *-JOB POSTING NOTICE (EOE)-*

OPENING DATE: 02/17/17 CLOSING DATE: 02/27/17 (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 RESPONSIBILITY. 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)