

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/18/16

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

SCDC INTERNAL TITLE: CPL II SCDC POSITION #: 013015
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E1 WORK TIME: 0700 AM - 0700 PM
LOCATION: BROAD RIVER CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35
PAY BAND/LEVEL: 04 B
BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: YES
HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61018421

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. RECEIVES INCIDENT REPORTS
WRITTEN BY OFFICER II AND TAKES APPROPRIATE ACTION. INVESTIGATES IN-
MATE COMPLAINTS AND TAKES APPROPRIATE ACTION. CONDUCTS AND COUNSELS
OFFICERS CONCERNING DUTY REQUIREMENTS. INSTRUCTS AND COUNSELS INMATES
AS REQUIRED. RELIEVES SERGEANT II AS REQUIRED. MONITORS INMATE MOVE-
MENT WITHIN THE INSTITUTION.

COMMENTS:

SHIFT/SCHEDULE SUBJECT TO CHANGE.