

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 10/10/17

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

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SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 011212  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0600 PM - 0600 AM  
LOCATION: TRENTON CORRECTIONAL INSTITUTION, TRENTON (EDGEFIELD) LEVEL 2

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 #: 61019507

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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:

CONDUCTS ROLL CALL; MONITORS OFFICERS ON DUTY; INSTRUCTS AND EXPLAINS  
RULES, REGULATIONS AND PROCEDURES. ASSISTS IN NON-ROUTINE PROBLEMS.  
MAKES SANITATION, SAFETY AND SECURITY INSPECTIONS OF ALL BUILDINGS,  
BUILDING CONTENTS, GROUNDS AND VEHICLES AND CORRECTS OR REPORTS SHORT-  
COMINGS OR DEFICIENCIES. ASSIGNS SPECIFIC DUTIES TO SUBORDINATE  
OFFICERS TO ENSURE CLEANING OF BUILDINGS, GROUNDS, ETC., AND PROPER  
SUPERVISION AND CONTROL OF INMATES IN THE WARDS, RECREATION AREA, AND  
ON SPECIAL DETAIL. SUPERVISES AND VERIFIES THE ACCURACY OF SCHEDULED  
FORMAL COUNTS; MAKES INFORMAL COUNTS WHEN REQUIRED. ASSISTS IN  
SPECIAL INVESTIGATIONS AND MAKES RECOMMENDATIONS TO SUPERVISOR.  
EVALUATES OFFICERS' DUTY PERFORMANCE; INSTRUCTS AND COUNSELS OFFICERS  
IN REQUIRED DUTY PERFORMANCE STANDARDS.

COMMENTS:

SHIFT ASSIGNMENT IS SUBJECT TO CHANGE