

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/13/18

CLOSING DATE: 06/20/18 (4:30 PM)

SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 017735

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 B

BAND: 04

SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61018845

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,
SECURITY OR POLICE WORK.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES)

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
ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

ASSISTS SERGEANT I IN EVALUATING OFFICER DUTY PERFORMANCE. PROVIDES
DIRECT SUPERVISION OF SUBORDINATE OFFICERS. REVIEWS INCIDENT REPORTS
WRITTEN BY OFFICER I AND TAKES APPROPRIATE ACTION. INVESTIGATES
INMATE COMPLAINTS AND TAKES APPROPRIATE ACTION. INSTRUCTS AND
COUNSELS OFFICERS CONCERNING DUTY REQUIREMENTS. INSTRUCTS AND
COUNSELS INMATES AS REQUIRED. RELIEVES SERGEANT I AS REQUIRED.
MONITORS INMATE MOVEMENT WITHIN THE INSTITUTION. PERFORMS ALL
ESSENTIAL AND MARGINAL FUNCTIONS OF THE OFFICER I POSITION AS
REQUIRED.

COMMENTS:

SHIFT ASSIGNMENT IS SUBJECT TO CHANGE