SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/13/16 CLOSING DATE: 12/20/16 (4:30 PM)

SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 010329

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0600 PM - 0600 AM

LOCATION: KIRKLAND 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 #: 61019041

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:

SERVES AS HOUSING SERGEANT UNDER GENERAL SUPERVISION OF SHIFT AND HOUSING LIEUTENANTS. RESPONSIBLE FOR THE OVERALL TRAINING, SUPERVISION, AND MENTORING OF THE SUBORDINATE SECURITY STAFF ASSIGNED TO THE UNIT AND FOR THE SUPERVISION, CUSTODY AND CONTROL OF ALL INMATES ASSIGNED TO THE HOUSING UNIT. INVESTIGATES ALL COMPLAINTS AND PROBLEMS REPORTED. PREPARES AND REVIEWS ALL WRITTEN REPORTS PRIOR TO FORWARDING TO APPROPRIATE SUPERVISOR. MAKES ROUTINE SCHEDULED AND UNSCHEDULED INSPECTIONS TO ENSURE STAFF ARE PERFORMING DUTIES PROPERLY AND TO ENSURE THE HOUSING UNIT IS MEETING ALL STANDARDS REQUIRED FOR SAFETY, SANITATION AND OSHA. PERFORMS DUTIES OF HOUSING LIEUTENANT AS REQUIRED. ASSISTS DIRECTLY WITH ALL COUNT PROCEDURES.

COMMENTS:

SHIFT/WORK ASSIGNMENT SUBJECT TO CHANGE.