

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/14/17

CLOSING DATE: 11/21/17 (4:30 PM)

SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 014278
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E1 WORK TIME: 0600 AM - 0600 PM
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 SPECIAL INCENTIVE: YES
HIRING SALARY RANGE: \$ 030363 - \$ 039201 SCEIS POSITION #: 61019294

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 THE HOUSING SERGEANT FOR KIRKLAND. SUPERVISES THE PER-
FORMANCE AND APPEARANCE OF SECURITY PERSONNEL ASSIGNED TO THE SHIFT.
ASSISTS WITH PREPARATION OF EMPLOYEE EVALUATIONS, DISCIPLINARY
ACTIONS AND COUNSELING SESSIONS. ASSISTS WITH CONDUCTING SHIFT
BRIEFINGS WITH ALL UNIT OFFICERS. REMAIN FAMILIAR WITH ALL
ACTIVITIES OCCURRING DURING THE SHIFT AND KEEP SUBORDINATE
OFFICERS ABREAST OF ANY AND ALL CHANGES AFFECTING INMATES AND
OPERATIONS. MAKE RANDOM CHECKS/INSPECTIONS TO ENSURE OFFICERS ARE
PERFORMING THEIR DUTIES TO STANDARD. MAKE ROUTINE/NON-ROUTINE
INSPECTIONS OF WORK AREAS, LIVING AREAS/ROOMS, LOCKS, SECURITY DOORS,
GATES, LIGHTING SYSTEMS AND SECURITY EQUIPMENT IN THE HOUSING UNIT FOR
SAFETY, SANITATION AND CLEANLINESS, AS WELL AS SERVICEABILITY AND
ACCOUNTABILITY OF EQUIPMENT/DEVICES. CONDUCTS INVESTIGATIONS, CON-
DUCT COUNTS (FORMAL AND INFORMAL), AND PERFORM DUTIES OF HOUSING
LIEUTENANT WHEN NECESSARY.

COMMENTS:

FILLING 3 VACANCIES