

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 10/11/17

CLOSING DATE: 10/18/17 (4:30 PM)

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SCDC INTERNAL TITLE: LT I SCDC POSITION #: 014500  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0430 PM  
LOCATION: MANNING REENTRY/WORK RELEASE CENTER, COLUMBIA (RICHLAND) LEVEL 1

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35  
PAY BAND/LEVEL: 04 E  
BAND: 04 SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE: \$ 031575 - \$ 040753 SCEIS POSITION #: 61018904

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MINIMUM AND ADDITIONAL REQUIREMENTS:  
A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,  
SECURITY OR POLICE WORK.  
THIRTY MONTHS EXPERIENCE CORRECTIONAL, SECURITY OR POLICE WORK TO.  
INCLUDE ONE YEAR OR CORRECTIONAL SUPERVISORY EXPERIENCE. CERTIFIED  
BY THE TRAINING ACADEMY AND SUCCESSFUL COMPLETION OF THE BASIC  
SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:  
SUPERVISES SECURITY STAFF AT A MINIMUM SECURITY FACILITY. MAKES  
SANITATION, SAFETY AND SECURITY INSPECTIONS OF ALL BUILDINGS,  
BUILDING CONTENTS, GROUNDS AND VEHICLES IN A MINIMUM FACILITY.  
INVESTIGATES COMPLAINTS AND VIOLATIONS; ARBITRATES DISPUTES AMONG  
INMATE POPULATION AND CORRECTIONAL STAFF. SUPERVISES AND VERIFIES THE  
ACCURACY OF SCHEDULED FORMAL COUNTS; MAKES INFORMAL COUNTS WHEN  
REQUIRED.

\*\*\*\* WILL ALSO PERFORM DUTY WARDEN ROTATION\*\*\*\*

COMMENTS:  
STATE HOUSE LT I  
APPROVED. COLIE L.RUSHTON