

**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: SGT II SCDC POSITION #: 015603  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM  
LOCATION: ALLENDALE CORRECTIONAL INSTITUTION, FAIRFAX (ALLENDALE) 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 #: 61020203

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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:

UNDER GENERAL SUPERVISION OF THE SHIFT LIETENANT, IS RESPONSIBLE  
FOR THE OVERALL SUPERVISION OF SUBORDINATE SECURITY ASSIGNED TO THE  
HOUSING UNITS, AND FOR THE SUPERVISION, CUSTODY AND CONTROL OF ALL  
INMATES ASSIGNED TO THE HOUSING UNITS. MAKES ROUTINE INSPECTIONS OF  
LIVING AREAS FOR COMPLIANCE WITH SECURITY, SAFETY AND SANITATION  
STANDARDS. CONDUCTS INVESTIGATION OF ALLEGED MISCONDUCT ON THE PART  
OF INMATES AND SECURITY PERSONNEL ASSIGNED TO THE AREA OF  
RESPONSIBILITY. ASSIST IN CONDUCTING FORMAL AND INFORMAL COUNTS;  
SUPERVISES THE JOB PERFORMANCE, CONDUCT AND APPEARANCE OF SECURITY  
PERSONNEL ASSIGNED TO THE SHIFT; PREPARES EMPLOYEE EVALUATIONS,  
COUNSELS, RECOMENDS DISCIPLINARY ACTION, AND TRAINS SUBORDINATE STAFF  
TO REQUIRED STANDARDS OF PERFORMANCE. PREPARES REPORT AS NEEDED OR  
REQUIRED; PERFORMES DUTIES OF SHIFT LIEUTENANT WHEN NECESSARY.

COMMENTS:

SHIFT/HOURS ARE SUBJECT TO CHANGE.

COMMENTS:

THIS IS A RE-ANNOUNCEMENT