

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/12/17

CLOSING DATE: 12/19/17 (4:30 PM)

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

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.