

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/10/17

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

SCDC INTERNAL TITLE: CPL II SCDC POSITION #: 018795
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D1 WORK TIME: 0630 AM - 0630 PM
LOCATION: RIDGELAND CORR INSTITUTION, RIDGELAND (JASPER) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35
PAY BAND/LEVEL: 04 B
BAND: 04 SPECIAL INCENTIVE: YES
HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61021031

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,
SECURITY OR POLICE WORK.
EIGHTEEN MONTHS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE
WORK. INCUMBENT MUST SUCCESSFULLY COMPLETE BASIC CERTIFICATION
AT THE S.C. DEPARTMENT OF CORRECTIONS TRAINING ACADEMY WITHIN
SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

UNDER DIRECT SUPERVISION OF THE SHIFT SERGEANT, PROVIDES DIRECTION
AND INSTRUCTION TO INMATES AND OFFICERS IN A PROGRAM OF DISCIPLINE,
SAFETY, SECURITY AND REHABILITATION OF INMATES IN A MAXIMUM
SECURITY FACILITY. ASSISTS SERGEANT II IN EVALUATING OFFICER
PERFORMANCE; PROVIDES DIRECT SUPERVISION TO SUBORDINATE OFFICERS.
REVIEWS INCIDENT REPORTS WRITTEN BY OFFICERS. INSTRUCTS AND COUNSELS
OFFICERS CONCERNING DUTY REQUIREMENTS. INVESTIGATES INMATE COMPLAINTS
AND TAKES APPROPRIATE ACTION; INSTRUCTS AND COUNSELS INMATES AS
REQUIRED. MONITORS INMATE MOVEMENT WITHIN THE INSTITUTION. PERFORMS
ESSENTIAL AND MARGINAL DUTIES OF AN OFFICER II; PERFORMS ALL OTHER
RELATED DUTIES AS ASSIGNED BY THE SHIFT SUPERVISOR.

COMMENTS:

WORK HOURS, SHIFT ASSIGNMENT AND DAYS OFF ARE SUBJECT TO CHANGE.