

# SC DEPARTMENT OF CORRECTIONS

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OPENING DATE: 08/10/18

CLOSING DATE: 08/17/18 (4:30 PM)

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SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 010460

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D1 WORK TIME: 0700 AM - 0700 PM

LOCATION: LEE CORRECTIONAL INSTITUTION, BISHOPVILLE (LEE) LEVEL 3

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 #: 61021748

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES).

EIGHTEEN MONTHS OF EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK. MUST SUCCESSFULLY COMPLETE BASIC CERTIFICATION TRAINING AT THE SCDC TRAINING ACADEMY WITHIN SIX MONTHS OF ENTRY INTO THE POSITION

\*THIS IS A NEOGOV POSITION ONLY. APPLY AT WWW.JOBS.SC.GOV\*

DESCRIPTION OF DUTIES:

UNDER DIRECT SUPERVISION OF THE SMU 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.