

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/10/18

CLOSING DATE: 07/17/18 (4:30 PM)

SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 010716

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E1 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 #: 61021781

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 S
HUMAN RESOURCES).

EIGHTEEN MONTHS OF EXPERIENCE IN CORRECTIONAL SECURITY

OR POLICE WORK. INCUMBENT MUST SUCCESSFULLY COMPLETE

BASIC CERTIFICATION TRAINING AT THE S.C. DEPT. OF CORRECTIONS

TRAINING ACADEMY WITHIN SIX MONTHS OF BEING IN THE POSITION.

NOEJOB POSITION ONLY. APPLY ONLINE @ AGENCY.GOVERNMENTJOBS.COM/SC

DESCRIPTION OF DUTIES:

UNDER DIRECT SUPERVISION OF THE 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.