

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/10/18

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

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SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 014807

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E2 WORK TIME: 0700 PM - 0700 AM

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 #: 61022050

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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. INCUMBENT MUST SUCCESSFULLY COMPLETE

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

TRAINING ACADEMY WITHIN SIX MONTHS OF BEING IN THE POSITION.

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

### DESCRIPTION OF DUTIES:

ASSISTS SERGEANT II IN EVALUATING OFFICER DUTY PERFORMANCE. PROVIDES  
DIRECT SUPERVISION TO SUBORDINATE OFFICERS. REVIEWS INCIDENT REPORTS  
WRITTEN BY OFFICER II AND TAKES APPROPRIATE ACTION. INVESTIGATES IN-  
MATE COMPLAINTS AND TAKES APPROPRIATE ACTION. CONDUCTS AND COUNSELS  
OFFICERS CONCERNING DUTY REQUIREMENTS. INSTRUCTS AND COUNSELS INMATES  
AS REQUIRED. RELIEVES SERGEANT II AS REQUIRED. MONITORS INMATE MOVE-  
MENT WITHIN THE INSTITUTION.

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