

# 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: SGT II

SCDC POSITION #: 017270

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

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

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 #: 61022099

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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).

TWO YEARS OF EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK.

MUST BE 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 LIEUTENANT, 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  
THE LIVING AREAS FOR COMPLIANCE WITH SECURITY, SAFETY AND SANITATION  
STANDARDS. CONDUCTS INVESTIGATIONS OF ALLEGED MISCONDUCT ON THE PART  
OF INMATES AND SECURITY PERSONNEL ASSIGNED TO THE AREA OF RESPONSIBI-  
LITY. ASSISTS IN CONDUCTING FORMAL AND INFORMAL COUNTS. SUPERVISES  
THE JOB PERFORMANCE, CONDUCT AND APPEARANCE OF ASSIGNED SECURITY  
PERSONNEL AND PREPARES EMPLOYEE EVALUATIONS. COUNSELS, RECOMMENDS  
DISCIPLINARY ACTION, AND TRAINS SUBORDINATE STAFF TO REQUIRED  
STANDARDS OF PERFORMANCE. PREPARES REPORTS AS NEEDED OR REQUIRED.  
PERFORMS DUTIES OF SHIFT LIEUTENANT WHEN NECESSARY.

### COMMENTS:

ASSIGNED TO RHU