

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/13/18

CLOSING DATE: 02/21/18 (4:30 PM)

SCDC INTERNAL TITLE: SGT II

SCDC POSITION #: 010603

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E1 WORK TIME: 0600 AM - 0600 PM

LOCATION: TURBEVILLE CORRECTIONAL INSTITUTION, TURBEVILLE (CLARENDON) LEVEL 2

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 #: 61022224

MINIMUM AND ADDITIONAL REQUIREMENTS:

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

TWO YEARS EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK, OF
WHICH SIX MONTHS MUST BE IN A MEDIUM/MAXIMUM SETTING. CERTIFIED
BY THE SCDC TRAINING ACADEMY AND COMPLETION OF THE BASIC SUPERVISORY
COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

SERVES AS HOUSING SERGEANT UNDER SUPERVISION OF THE MEDIUM/MAXIMUM
SECURITY UNIT LIEUTENANT. IS RESPONSIBLE FOR THE OVERALL TRAINING,
SUPERVISION, AND MONITORING OF SUBORDINATE SECURITY STAFF ASSIGNED TO
THE UNIT AND FOR THE SUPERVISION, CUSTODY AND CONTROL OF ALL INMATES
ASSIGNED TO THE HOUSING UNIT. INVESTIGATES ALL COMPLAINTS AND
PROBLEMS REPORTED. PREPARES AND REVIEWS ALL WRITTEN REPORTS PRIOR TO
FORWARDING TO APPROPRIATE SUPERVISORS. MAKES ROUTINE SCHEDULED AND
UNSCHEDULED INSPECTIONS TO ENSURE STAFF ARE PERFORMING DUTIES PROPERLY
AND TO ENSURE THE HOUSING UNIT IS MEETING ALL STANDARDS REQUIRED FOR
SAFETY, SANITATION AND OSHA. ASSISTS DIRECTLY WITH ALL COUNT
PROCEDURES. PERFORMS OTHER RELATED DUTIES AS ASSIGNED BY THE UNIT
LIEUTENANT.

COMMENTS:

MUST BE ABLE TO WORK ANY SHIFT/HOURS.