

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/10/17

CLOSING DATE: 10/17/17 (4:30 PM)

SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 011737
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 #: 61022286

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 TRAINING ACADEMY AND COMPLETION OF THE BASIC SUPERVISORY
COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.
WORK EXPERIENCE IN A MINIMUM SETTING MAY BE EQUATED ON A TWO FOR
ONE BASIS. SUCH SUBSTITUTION MUST BE SEPARATE AND APART FROM THE
REQUIRED TWO YEARS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE
WORK.

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.