

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/10/18

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

SCDC INTERNAL TITLE: SGT II

SCDC POSITION #: 013221

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 #: 61022336

MINIMUM AND ADDITIONAL REQUIREMENTS:

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

TWO YEARS OF EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK.

SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

UNDER THE SUPERVISION OF THE HOUSING LIEUTENANT.

SUPERVISES THE JOB PERFORMANCE AND APPEARANCE OF SECURITY PERSONNEL
ASSIGNED TO THE UNIT. ASSISTS WITH PREPARATION OF EVALUATIONS,

REQUESTS FOR DISCIPLINARY ACTION, COUNSELING, AND TRAINING OF

OFFICERS ASSIGNED TO THE UNIT. CONDUCTS BRIEFINGS FOR ALL UNIT

OFFICERS. MAKES ROUTINE INSPECTIONS OF THE UNIT TO ENSURE OFFICERS

ARE PROPERLY PERFORMING THEIR DUTIES, AND THAT SAFETY, SANITATION

AND SECURITY STANDARDS ARE MAINTAINED. CONDUCTS INVESTIGATIONS OF

ALLEGED MISCONDUCT ON PART OF INMATES AND EMPLOYEES ASSIGNED TO THE

UNIT. ASSISTS IN CONDUCTING ALL FORMAL AND INFORMAL COUNTS.

INFORMS HOUSING LIEUTENANT OF ALL INCIDENTS AS THEY OCCUR. WRITES

REPORTS AND REVIEWS REPORTS WRITTEN BY SUBORDINATE OFFICERS FOR

ACCURACY, CONTENT, ETC. PERFORMS THE DUTIES OF THE HOUSING

LIEUTENANT IN HIS/HER ABSENCE. ASSUMES RESPONSIBILITY FOR THE

HOUSING UNIT DURING HIS/HER TOUR OF DUTY.

COMMENTS:

THIS IS A NEOGOV POSITION ONLY. APPLY AT WWW.JOBS.SC.GOV

MUST BE ABLE TO WORK ANY SHIFT/HOURS.