

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/11/18

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

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SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 018075

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0600 PM - 0600 AM

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

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 #: 61022504

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MINIMUM AND ADDITIONAL REQUIREMENTS:

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

EIGHTEEN MONTHS EXPERIENCE IN CORRECTIONAL SECURITY  
OR POLICE WORK. MUST SUCCESSFULLY COMPLETE

BASIC CERTIFICATION TRAINING AT THE S.C. DEPT. OF CORRECTIONS  
TRAINING ACADEMY WITHIN SIX MONTHS OF ENTRY IN THE POSITION.

DESCRIPTION OF DUTIES:

ASSISTS SERGEANT IN EVALUATING OFFICER DUTY PERFORMANCE. PROVIDES  
DIRECT SUPERVISION TO SUBORDINATE OFFICERS. REVIEWS INCIDENT REPORTS  
WRITTEN BY OFFICERS AND TAKES APPROPRIATE ACTION. INVESTIGATES  
INMATES' COMPLAINTS AND TAKES APPROPRIATE ACTION. INSTRUCTS AND  
COUNSELS OFFICERS CONCERNING DUTY REQUIREMENTS. INSTRUCTS AND  
COUNSELS INMATES AS REQUIRED. RELIEVES SERGEANT AS REQUIRED.  
MONITORS INMATE MOVEMENT WITHIN THE INSTITUTION. PERFORMS ESSENTIAL  
AND MARGINAL FUNCTIONS OF AN OFFICER AS REQUIRED. THIS POSITION WILL  
BE ASSIGNED TO THE YARD, MAIN CONTROL ROOM, VEHICLE GATE, SMU, OR  
RIMINI B WING AS NEEDED.

COMMENTS: