

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/10/17

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

SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 019069

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E2 WORK TIME: 0600 PM - 0600 PM

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 #: 61022514

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. INCUMBENT MUST SUCCESSFULLY COMPLETE

BASIC CERTIFICATION TRAINING AT THE S.C. DEPT. OF CORRECTIONS

TRAINING ACADEMY WITHIN SIX MONTHS OF BEING IN THE POSITION.

DESCRIPTION OF DUTIES:

ASSISTS SERGEANT IN EVALUATING OFFICER DUTY PERFORMANCE. PROVIDES
DIRECT SUPERVISION TO SUBORDINATE OFFICERS. REVIEWS INCIDENT REPORTS
WRITTEN BY OFFICER I 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.

COMMENTS:

MUST BE ABLE TO WORK ANY SHIFT/HOURS.