

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 #: 021082
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D1 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 #: 61022526

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.

DESCRIPTION OF DUTIES:

UNDER THE SUPERVISION OF THE HOUSING LIEUTENANT, THE INCUMBENT
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:

MUST BE ABLE TO WORK ANY SHIFT/HOURS.