SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/14/17 CLOSING DATE: 11/21/17 (4:30 PM)

SCDC INTERNAL TITLE: LIEUTENANT II SCDC POSITION #: 019868
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E1 WORK TIME: 0600 AM - 0600 PM
LOCATION: AGENCY SEARCH TEAM, COLUMBIA (RICHLAND)

STATE JOB TITLE: CORRECTIONAL OFFICER III STATE JOB CLASS: JD40
PAY BAND/LEVEL: 05 B
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 034157 - $ 044112 SCEIS POSITION #: 61017010

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND SUPERVISORY EXPERIENCE IN
CORRECTIONAL, SECURITY OR POLICE WORK.
THREE YEARS EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK, TO
INCLUDE ONE YEAR OF CORRECTIONAL SUPERVISORY EXPERIENCE. CERTIFIED
BY THE SCDC TRAINING ACADEMY AND SATISFACTORY COMPLETION OF THE BASIC
SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:
SUPERVISE AND ADMINISTER THE OPERATION OF THE AGENCY SEARCH TEAM.
CONDUCT ROUTINE, UNANNOUNCED, AND/OR PRE-SCHEDULED SEARCHES/SHAKEDOWNS
OF INMATES, STAFF, AND VISITORS WITHIN THE CONFINES OF CORRECTIONAL
FACILITY LIVING AREAS AND/OR GROUNDS. OVERSEE THE SELECTION AND
TRAINING OF ALL TEAM MEMBERS. BE KNOWLEDGEABLE OF THE LOGGING AND
ACCOUNTABILITY PROCESS OF CONTRABAND ITEMS I.E., CHAIN OF CUSTODY
AND DISCIPLINARY PROCEDURES. BE AVAILABLE FOR RECALL TO ASSIST IN
EMERGENCY & NON-EMERGENCY SITUATIONS THAT REQUIRE ADDITIONAL PERSONNEL
ABILITY TO BE FLEXIBLE WITH SCHEDULE IN ORDER TO WORK VARIOUS
TIME FRAMES. REVIEW AND COMMENT ON ALL INCIDENT REPORTS BEFORE THEY
ARE SUBMITTED TO THE CAPTAIN. PERFORM AND SUBMIT ALL ADMINISTRATIVE
DUTIES TO INCLUDE LEAVE & ATTENDANCE, ETC.REMAIN THOROUGHLY FAMILIAR
WITH AL POLICIES GOVERNING SEARCHES,PROPERTY & CONTRABAND CONTROL,
VISITATION, ETC.