

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/10/17

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

SCDC INTERNAL TITLE: CPT II SCDC POSITION #: 011770
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E1 WORK TIME: 0700 AM - 0700 PM
LOCATION: LIVESAY CORRECTIONAL INSTITUTION, SPARTANBURG (SPARTANBURG) LEVEL 1

STATE JOB TITLE: CORRECTIONAL OFFICER IV STATE JOB CLASS: JD50
PAY BAND/LEVEL: 06 A
BAND: 06 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 039960 - \$ 051623 SCEIS POSITION #: 61016545

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND SUPERVISORY EXPERIENCE IN
CORRECTIONAL, SECURITY OR POLICE WORK.
HIGH SCHOOL DIPLOMA AND FOUR (4) YEARS OF CORRECTIONAL, SECURITY
OR POLICE WORK, TO INCLUDE ONE (1) YEAR CORRECTIONAL SUPERVISORY
EXPERIENCE.

DESCRIPTION OF DUTIES:

SERVES AS DUTY WARDEN ON A ROTATING BASIS. SERVES AS SELECTING
OFFICIAL WHEN DESIGNATED BY THE WARDEN. CHAIRS INMATE CLASSIFICATION
COMMITTEE IN THE ABSENCE OF THE ASSOCIATE WARDEN AND MAJOR. ADVISES
WARDEN, ASSOCIATE WARDEN, AND MAJOR ON CRITICAL ISSUES AND CONCERNS
PERTAINING TO EMPLOYEES AS WELL AS OPERATIONS. GENERATES, REVIEWS,
AND MAINTAINS DOCUMENTATION PERTAINING TO ACCREDITATION PROCESS.
RESPONDS TO WRITTEN REQUESTS SUBMITTED BY INMATES, SUBORDINATE
EMPLOYEES AS WELL AS OTHER AGENCY OFFICIALS. SERVES AS SHIFT CAPTAIN
IN THE ABSENCE OF THE SHIFT SUPERVISOR PERFORMING ANY DUTIES RELATED
TO THIS POSITION. REVIEWS, UPDATES AND SUBMITS MINS SUBMITTED BY
SUBORDINATE STAFF. ENTERS LEAVE AND ATTENDANCE REPORTS FOR SECURITY
STAFF. SERVES AS DISCIPLINARY HEARING OFFICER FOR INSTITUTION.

COMMENTS:

SHIFT/SCHEDULE SUBJECT TO CHANGE