

**SC DEPARTMENT OF CORRECTIONS**

**-JOB POSTING NOTICE (EOE)-**

OPENING DATE: 11/14/17

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

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SCDC INTERNAL TITLE: CPT III SCDC POSITION #: 017726

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D1 WORK TIME: 0600 AM - 0600 PM

LOCATION: TRENTON CORRECTIONAL INSTITUTION, TRENTON (EDGEFIELD) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER IV STATE JOB CLASS: JD50

PAY BAND/LEVEL: 06 C

BAND: 06

SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 043226 - \$ 055813 SCEIS POSITION #: 61018838

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MINIMUM AND ADDITIONAL REQUIREMENTS:

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

HIGH SCHOOL DIPLOMA AND FIVE (5) YEARS OF CORRECTIONAL SECURITY OR  
POLICE WORK, TO INCLUDE ONE (1) YEAR OF CORRECTIONAL SUPERVISORY  
EXPERIENCE.

DESCRIPTION OF DUTIES:

SCHEDULES, DIRECTS AND MANAGES THE EMPLOYMENT AND DUTY ACTIVITIES OF A  
SECURITY SHIFT ENGAGED IN THE SECURITY OPERATIONS OF A LEVEL THREE  
FACILITY. SUPERVISES, INSPECTS, AND ENSURES PROPER PERIMETER AND  
INTERNAL SECURITY AND CONTROL MEASURES ARE IN EFFECT AND ENFORCED.  
PREPARES, SUBMITS, AND MONITORS REPORTS REQUIRED BY THE CHAIN OF  
COMMAND AND POLICY. DIRECTS AND REDIRECTS SECURITY RESOURCES FOR  
OPTIMUM SECURITY AND SAFETY. ENSURES THAT INSTITUTIONAL BUILDINGS  
AND STATE PROPERTY ARE PROPERLY SECURED. TRAINS, DEVELOPS, INSTRUCTS,  
EVALUATES, AND COUNSELS SUBORDINATES TO ENSURE DUTY PERFORMANCE IS IN  
ACCORDANCE WITH STATE LAWS AND AGENCY POLICIES. ENSURES THE PROPER  
CONTROL, ISSUES AND USE OF WEAPONS, KEYS, SECURITY DEVICES AND AGENCY  
EQUIPMENT. INSPECTS ALL POSTS WHERE SHIFT EMPLOYEES ARE DEPLOYED.  
INTERVIEWS AND COUNSELS INMATES AS NECESSARY TO ENSURE MAXIMUM SAFETY  
AND SECURITY.

COMMENTS:

SHIFT ASSIGNMENT IS SUBJECT TO CHANGE