

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/14/17

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

SCDC INTERNAL TITLE: CPT III SCDC POSITION #: 010883
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0600 PM - 0600 AM
LOCATION: CAMILLE GRAHAM CORRECTIONAL INST., COLUMBIA (RICHLAND) 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 #: 61016719

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND SUPERVISORY EXPERIENCE IN
CORRECTIONAL, SECURITY OR POLICE WORK.
HIGH SCHOOL DIPLOMA AND SIX (5) YEARS OF CORRECTIONAL SECURITY OR
POLICE WORK, TO INCLUDE TWO (1) YEARS OF CORRECTIONAL SUPERVISORY
EXPERIENCE.

DESCRIPTION OF DUTIES:

SCHEDULES, DIRECTS AND MANAGES THE EMPLOYMENT AND DUTY ACTIVITIES OF
C-CARD, SMU AND R&E 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. WILL SERVE AS DUTY WARDEN ON A ROTATING BASIS AND AS A
BACK-UP FOR THE MAJOR.