

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 10/10/17

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

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SCDC INTERNAL TITLE: ASSOC WARDEN SCDC POSITION #: 015825

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: ALLENDALE CORRECTIONAL INSTITUTION, FAIRFAX (ALLENDALE) LEVEL 2

STATE JOB TITLE: WARDEN I

STATE JOB CLASS: JD55

PAY BAND/LEVEL: 07 B

BAND: 07

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 050571 - \$ 065310 SCEIS POSITION #: 61020326

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND SUPERVISORY EXPERIENCE IN A CORRECTIONAL ENVIRONMENT.

A BACHELOR'S DEGREE AND FOUR (4) YEARS OF RESPONSIBLE ADMINISTRATIVE/MANAGEMENT EXPERIENCE IN A CORRECTIONAL ENVIRONMENT; OR AN ASSOCIATE DEGREE AND SIX (6) YEARS OF RESPONSIBLE ADMINISTRATIVE/MANAGEMENT EXPERIENCE; OR A HIGH SCHOOL DIPLOMA AND EIGHT (8) YEARS RESPONSIBLE ADMINISTRATIVE/MANAGEMENT EXPERIENCE IN A CORRECTIONAL ENVIRONMENT, TO INCLUDE TWO (2) YEARS OF CORRECTIONAL SUPERVISORY EXPERIENCE. INCUMBENT MUST BE CERTIFIED OR OBTAIN CERTIFICATION WITHIN SIX (6) MONTHS OF ENTRY INTO THE POSITION AND MUST THEN MAINTAIN HIS/HER CERTIFICATION WHILE IN THE POSITION.

DESCRIPTION OF DUTIES:

UNDER THE SUPERVISION OF THE WARDEN, RESPONSIBLE FOR DEVELOPING AND IMPLEMENTING POLICIES AND OPERATING PROCEDURES AND SUPERVISING THE EXECUTION THEREOF TO MAINTAIN SECURITY AND TO ENSURE SAFETY FOR INMATES AND EMPLOYEES. THE INCUMBENT PLANS, COORDINATES, DIRECTS AND MANAGES ADMINISTRATIVE AND/OR OPERATIONAL FUNCTIONS OF THE INSTITUTION AS DIRECTED BY THE WARDEN. ENSURES THAT THE INSTITUTION'S PROGRAM-MATIC MISSIONS ARE ACCOMPLISHED IN AN EFFECTIVE AND EFFICIENT MANNER.