

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/14/16

CLOSING DATE: 12/21/16 (4:30 PM)

SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 012821
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E2 WORK TIME: 0700 PM - 0700 AM
LOCATION: BROAD RIVER CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35
PAY BAND/LEVEL: 04 D
BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: YES
HIRING SALARY RANGE: \$ 030363 - \$ 039201 SCEIS POSITION #: 61022616

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,
SECURITY OR POLICE WORK.
TWO YEARS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK.
CERTIFIED BY THE TRAINING ACADEMY AND COMPLETION OF THE BASIC
SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION OF THE SHIFT LIEUTENANT, IS RESPONSIBLE
FOR THE OVERALL SUPERVISION OF SUBORDINATE SECURITY ASSIGNED TO THE
HOUSING UNITS, AND FOR THE SUPERVISION, CUSTODY AND CONTROL OF ALL
INMATES ASSIGNED TO THE HOUSING UNITS. MAKES ROUTINE INSPECTIONS OF
THE LIVING AREAS FOR COMPLIANCE WITH SECURITY, SAFETY AND SANITATION
STANDARDS. CONDUCTS INVESTIGATIONS OF ALLEGED MISCONDUCT ON THE PART
OF INMATES AND SECURITY PERSONNEL ASSIGNED TO THE AREA OF RESPONSIBI-
LITY. ASSISTS IN CONDUCTING FORMAL AND INFORMAL COUNTS. SUPERVISES
THE JOB PERFORMANCE, CONDUCT AND APPEARANCE OF ASSIGNED SECURITY
PERSONNEL AND PREPARES EMPLOYEE EVALUATIONS. COUNSELS, RECOMMENDS
DISCIPLINARY ACTION, AND TRAINS SUBORDINATE STAFF TO REQUIRED
STANDARDS OF PERFORMANCE. PREPARES REPORTS AS NEEDED OR REQUIRED.
PERFORMS DUTIES OF SHIFT LIEUTENANT WHEN NECESSARY.

COMMENTS:

SHIFT/WORK SCHEDULE SUBJECT TO CHANGE. **RE-ANNOUNCEMENT**
THIS POSITION IS ASSIGNED TO CSU (GREENWOOD)