

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/13/18

CLOSING DATE: 02/21/18 (4:30 PM)

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SCDC INTERNAL TITLE: SGT II

SCDC POSITION #: 012884

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D1 WORK TIME: 0700 AM - 0700 PM

LOCATION: TYGER RIVER CORRECTIONAL INSTITUTION, ENOREE (SPARTANBURG) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

PAY BAND/LEVEL: 04 D

BAND: 04

SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 030363 - \$ 039201 SCEIS POSITION #: 61017356

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### 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 THE SUPERVISION OF THE HOUSING LIEUTENANT, THE INCUMBENT  
SUPERVISES THE JOB PERFORMAMNCE AND APPEARANCE OF SECURITY PERSONNEL  
ASSIGNED TO THE UNIT. ASSISTS WITH PREPARATION OF EVALUATIONS,  
REQUESTS FOR DISCIPLINARY ACTION, COUNSELING, AND TRAINING OF  
OFFICERS ASSIGNED TO THE UNIT. CONDUCTS BRIEFINGS FOR ALL UNIT  
OFFICERS. MAKES ROUTINE INSPECTIONS OF THE UNIT TO ENSURE OFFICERS  
ARE PROPERLY PERFORMING THEIR DUTIES, AND THAT SAFETY, SANITATION  
AND SECURITY STANDARDS ARE MAINTAINED. CONDUCTS INVESTIGATIONS OF  
ALLEGED MISCONDUCT ON PART OF INMATES AND EMPLOYEES ASSIGNED TO THE  
UNIT. ASSISTS IN CONDUCTING ALL FORMAL AND INFORMAL COUNTS.  
INFORMS HOUSING LIEUTENANT OF ALL INCIDENTS AS THEY OCCUR. WRITES  
REPORTS AND REVIEWS REPORTS WRITTEN BY SUBORDINATE OFFICERS FOR  
ACCURACY, CONTENT, ETC. PERFORMS THE DUTIES OF THE HOUSING  
LIEUTENANT IN HIS/HER ABSENCE. ASSUMES RESPONSIBILITY FOR THE  
HOUSING UNIT DURING HIS/HER TOUR OF DUTY.