

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/13/18

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

SCDC INTERNAL TITLE: SGT II

SCDC POSITION #: 012903

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0700 PM - 0700 AM

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 #: 61017369

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. MUST BE
CERTIFIED BY THE TRAINING ACADEMY AND SUCCESSFULLY COMPLETE 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 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
RESPONSIBILITY. 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.