

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/12/18

CLOSING DATE: 07/19/18 (4:30 PM)

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SCDC INTERNAL TITLE: CPL I

SCDC POSITION #: 016643

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

LOCATION: LIVESAY CORRECTIONAL INSTITUTION, SPARTANBURG (SPARTANBURG) LEVEL 1

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

PAY BAND/LEVEL: 04 A

BAND: 04

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 026988 - \$ 034866 SCEIS POSITION #: 61017712

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### MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,  
SECURITY OR POLICE WORK.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE  
HUMAN RESOURCES)

TWELVE MONTHS OF EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE  
WORK. MUST SUCCESSFULLY COMPLETE BASIC CERTIFICATION

TRAINING AT THE S.C. DEPT. OF CORRECTIONS TRAINING ACADEMY WITHIN  
SIX MONTHS OF ENTRY INTO THE POSITION.

THIS IS A NEOGOV POSITION ONLY. APPLY AT WWW.JOBS.SC.GOV

### DESCRIPTION OF DUTIES:

ASSISTS SERGEANT I IN EVALUATING OFFICER DUTY PERFORMANCE. PROVIDES  
DIRECT SUPERVISION TO SUBORDINATE OFFICERS. REVIEWS INCIDENT REPORTS  
WRITTEN BY OFFICER I AND TAKES APPROPRIATE ACTION. INVESTIGATES  
INMATE COMPLAINTS AND TAKES APPROPRIATE ACTION. INSTRUCTS AND  
COUNSELS OFFICERS CONCERNING DUTY REQUIREMENTS. INSTRUCTS AND  
COUNSELS INMATES AS REQUIRED. RELIEVES SERGEANT I AS REQUIRED.  
MONITORS INMATE MOVEMENT WITHIN THE INSTITUTION. PERFORMS ALL  
ESSENTIAL FUNCTIONS OF THE OFFICER I POSITION AS REQUIRED.  
RESPONSIBLE FOR MAINTAINING THE INSTITUTIONAL GROUNDS AND GARDEN.

### COMMENTS:

SHIFT/SCHEDULE/WORK HOURS SUBJECT TO CHANGE BASED ON INSTITUTIONAL  
NEEDS. THIS IS A NEOGOV POSITION. APPLY AT WWW.JOBS.SC.GOV