

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 11/14/17

CLOSING DATE: 11/21/17 (4:30 PM)

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SCDC INTERNAL TITLE: CPL II SCDC POSITION #: 014237

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0600 PM - 0600 AM

LOCATION: TRENTON CORRECTIONAL INSTITUTION, TRENTON (EDGEFIELD) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35

PAY BAND/LEVEL: 04 B

BAND: 04

SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61018772

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MINIMUM AND ADDITIONAL REQUIREMENTS:

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

EIGHTEEN MONTHS EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK.

INCUMBENT MUST SUCCESSFULLY COMPLETE BASIC CERTIFICATION TRAINING  
AT THE SOUTH CAROLINA DEPARTMENT OF CORRECTIONS TRAINING ACADEMY  
WITHIN SIX (6) MONTHS OF ENTRY INTO THE POSITION.

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.

COMMENTS:

SHIFT ASSIGNMENT IS SUBJECT TO CHANGE