

**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 #: 013586  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0600 PM - 0600 AM  
LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

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 #: 61019255

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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 S.C. DEPT. OF CORRECTIONS TRAINING ACADEMY WITHIN  
SIX MONTHS OF BEING IN THE POSITION.

DESCRIPTION OF DUTIES:

UNDER DIRECT SUPERVISION OF THE SHIFT SERGEANT, PROVIDES DIRECTION  
AND INSTRUCTION TO INMATES AND OFFICERS IN A PROGRAM OF DISCIPLINE,  
SAFETY, SECURITY AND REHABILITATION OF INMATES IN A MAXIMUM  
SECURITY FACILITY. ASSISTS SERGEANT II IN EVALUATING OFFICER  
PERFORMANCE; PROVIDES DIRECT SUPERVISION TO SUBORDINATE OFFICERS.  
REVIEWS INCIDENT REPORTS WRITTEN BY OFFICERS. INSTRUCTS AND COUNSELS  
OFFICERS CONCERNING DUTY REQUIREMENTS. INVESTIGATES INMATE COMPLAINTS  
AND TAKES APPROPRIATE ACTION; INSTRUCTS AND COUNSELS INMATES AS  
REQUIRED. MONITORS INMATE MOVEMENT WITHIN THE INSTITUTION. PERFORMS  
ESSENTIAL AND MARGINAL DUTIES OF AN OFFICER II; PERFORMS ALL OTHER  
RELATED DUTIES AS ASSIGNED BY THE SHIFT SUPERVISOR.  
STANDARDS OF PERFORMANCE. PREPARES REPORTS AS NEEDED OR REQUIRED.  
PERFORMS DUTIES OF SHIFT LIEUTENANT WHEN NECESSARY.  
\*\*\*\* POSITION IS LOCATED IN KIRKLAND'S MAXIMUM SECURITY UNIT\*\*\*\*\*