

**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 #: 014153  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0600 PM - 0600 AM  
LOCATION: CAMILLE GRAHAM CORRECTIONAL INST., COLUMBIA (RICHLAND) 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 #: 61020088

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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 SC DEPARTMENT OF CORRECTIONS TRAINING ACADEMY WITHIN  
SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

CONDUCTS ROLL CALL; MONITORS OFFICERS ON DUTY; INSTRUCTS AND EXPLAINS  
RULES, REGULATIONS AND PROCEDURES. ASSISTS IN NON-ROUTINE PROBLEMS.  
MAKES SANITATION, SAFETY AND SECURITY INSPECTIONS OF ALL BUILDINGS,  
BUILDING CONTENTS, GROUNDS AND VEHICLES. CORRECTS OR REPORTS SHORT-  
COMINGS OR DEFICIENCIES. ASSIGNS SPECIFIC DUTIES TO SUBORDINATE  
OFFICERS TO ENSURE CLEANING OF BUILDINGS, GROUNDS, ETC., AND PROPER  
SUPERVISION AND CONTROL OF INMATES IN THE WARDS, RECREATION AREA, AND  
ON SPECIAL DETAIL. SUPERVISES AND VERIFIES THE ACCURACY OF INFORMAL  
AND OR FORMAL COUNTS. ASSISTS IN SPECIAL INVESTIGATIONS AND MAKE  
RECOMMENDATIONS TO SUPERVISOR. EVALUATE OFFICERS' DUTY PERFORMANCE;  
INSTRUCT AND COUNSELS OFFICERS ON REQUIRED DUTY PERFORMANCE STANDARDS.