

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

MUST APPLY THROUGH NEOGOV AT AGENCY.GOVERNMENTJOBS.COM/SC

OPENING DATE: 02/13/18

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

SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 010853

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

LOCATION: LEE CORRECTIONAL INSTITUTION, BISHOPVILLE (LEE) 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 #: 61021799

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 ENTRY IN THE POSITION.

NEGOV POSITION APPLY ONLINE @ AGENCY.GOVERNEMNTJOB.COM/SC

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.