SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/16/16 CLOSING DATE: 12/28/16 (4:30 PM)

SCDC INTERNAL TITLE: CPL II SCDC POSITION #: 013733

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 SALARY RANGE $ 026988 - $ 049932 SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: $ 028074 - $ 036260 SCEIS POSITION #: 61021994

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:

ASSISTS SERGEANT II IN EVALUATING OFFICER DUTY PERFORMANCE. PROVIDES DIRECT SUPERVISION TO SUBORDINATE OFFICERS. RECEIVES INCIDENT REPORTS WRITTEN BY OFFICER II AND TAKES APPROPRIATE ACTION. INVESTIGATES INMATE COMPLAINTS AND TAKES APPROPRIATE ACTION. CONDUCTS AND COUNSELS OFFICERS CONCERNING DUTY REQUIREMENTS. INSTRUCTS AND COUNSELS INMATES AS REQUIRED. RELIEVES SERGEANT II AS REQUIRED. MONITORS INMATE MOVEMENT WITHIN THE INSTITUTION.

COMMENTS:

SHIFT/WORK ASSIGNMENT SUBJECT TO CHANGE.