

**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: LIEUTENANT II SCDC POSITION #: 019868

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E1 WORK TIME: 0600 AM - 0600 PM

LOCATION: AGENCY SEARCH TEAM, COLUMBIA (RICHLAND)

STATE JOB TITLE: CORRECTIONAL OFFICER III STATE JOB CLASS: JD40

PAY BAND/LEVEL: 05 B

BAND: 05

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 034157 - \$ 044112 SCEIS POSITION #: 61017010

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MINIMUM AND ADDITIONAL REQUIREMENTS:

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

THREE YEARS EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK, TO INCLUDE ONE YEAR OF CORRECTIONAL SUPERVISORY EXPERIENCE. CERTIFIED BY THE SCDC TRAINING ACADEMY AND SATISFACTORY COMPLETION OF THE BASIC SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

SUPERVISE AND ADMINISTER THE OPERATION OF THE AGENCY SEARCH TEAM. CONDUCT ROUTINE, UNANNOUNCED, AND/OR PRE-SCHEDULED SEARCHES/SHAKEDOWNS OF INMATES, STAFF, AND VISITORS WITHIN THE CONFINES OF CORRECTIONAL FACILITY LIVING AREAS AND/OR GROUNDS. OVERSEE THE SELECTION AND TRAINING OF ALL TEAM MEMBERS. BE KNOWLEDGEABLE OF THE LOGGING AND ACCOUNTABILITY PROCESS OF CONTRABAND ITEMS I.E., CHAIN OF CUSTODY AND DISCIPLINARY PROCEDURES. BE AVAILABLE FOR RECALL TO ASSIST IN EMERGENCY & NON-EMERGENCY SITUATIONS THAT REQUIRE ADDITIONAL PERSONNEL ABILITY TO BE FLEXIBLE WITH SCHEDULE IN ORDER TO WORK VARIOUS TIME FRAMES. REVIEW AND COMMENT ON ALL INCIDENT REPORTS BEFORE THEY ARE SUBMITTED TO THE CAPTAIN. PERFORM AND SUBMIT ALL ADMINISTRATIVE DUTIES TO INCLUDE LEAVE & ATTENDANCE, ETC.REMAIN THOROUGHLY FAMILIAR WITH AL POLICIES GOVERNING SEARCHES,PROPERTY & CONTRABAND CONTROL, VISITATION, ETC.