

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/14/18

CLOSING DATE: 02/22/18 (4:30 PM)

---

SCDC INTERNAL TITLE: LT II

SCDC POSITION #: 016887

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D1 WORK TIME: 0600 AM - 0600 PM

LOCATION: LEATH CORR INSTIT (WOMEN), GREENWOOD (GREENWOOD) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER III

STATE JOB CLASS: JD40

PAY BAND/LEVEL: 05 B

BAND: 05

SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 034157 - \$ 044112 SCEIS POSITION #: 61017523

---

### 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:

UNDER GENERAL SUPERVISION, PLANS, COORDINATES AND DIRECTS THE ACTIONS

OF THE SECURITY STAFF AND OVERSEES SECURITY, CUSTODY AND CONTROL OF

INMATES IN ASSIGNED UNIT(S) OF A MEDIUM/MAXIMUM SECURITY FACILITY.

ASSUMES PRIMARY RESPONSIBILITY FOR SECURITY FOR ALL BUILDINGS AND

PUBLIC PROPERTY. MAKES ROUTINE CHECKS OF THE UNIT(S) TO ENSURE

SUBORDINATE STAFF ARE PERFORMING THEIR DUTIES PROPERLY AND SAFELY, AND

THAT CLEANLINESS AND OSHA STANDARDS ARE MAINTAINED. ASSISTS WITH ALL

INMATE COUNTS FOR ACCURACY. INVESTIGATES COMPLAINTS AND VIOLATIONS;

ARBITRATES DISPUTES AMONG INMATE POPULATION AND CORRECTIONAL STAFF.

### COMMENTS:

WORK SCHEDULE/SHIFT SUBJECT TO CHANGE