

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/14/17

CLOSING DATE: 11/21/17 (4:30 PM)

SCDC INTERNAL TITLE: CPT III

SCDC POSITION #: 010883

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 IV

STATE JOB CLASS: JD50

PAY BAND/LEVEL: 06 C

BAND: 06

SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 043226 - \$ 055813 SCEIS POSITION #: 61016719

MINIMUM AND ADDITIONAL REQUIREMENTS:

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

HIGH SCHOOL DIPLOMA AND SIX (5) YEARS OF CORRECTIONAL SECURITY OR POLICE WORK, TO INCLUDE TWO (1) YEARS OF CORRECTIONAL SUPERVISORY EXPERIENCE.

DESCRIPTION OF DUTIES:

SCHEDULES, DIRECTS AND MANAGES THE EMPLOYMENT AND DUTY ACTIVITIES OF C-CARD, SMU AND R&E IN THE SECURITY OPERATIONS OF A LEVEL THREE FACILITY. SUPERVISES, INSPECTS, AND ENSURES PROPER PERIMETER AND INTERNAL SECURITY AND CONTROL MEASURES ARE IN EFFECT AND ENFORCED. PREPARES, SUBMITS, AND MONITORS REPORTS REQUIRED BY THE CHAIN OF COMMAND AND POLICY. DIRECTS AND REDIRECTS SECURITY RESOURCES FOR OPTIMUM SECURITY AND SAFETY. ENSURES THAT INSTITUTIONAL BUILDINGS AND STATE PROPERTY ARE PROPERLY SECURED. TRAINS, DEVELOPS, INSTRUCTS, EVALUATES, AND COUNSELS SUBORDINATES TO ENSURE DUTY PERFORMANCE IS IN ACCORDANCE WITH STATE LAWS AND AGENCY POLICIES. ENSURES THE PROPER CONTROL, ISSUES AND USE OF WEAPONS, KEYS, SECURITY DEVICES AND AGENCY EQUIPMENT. INSPECTS ALL POSTS WHERE SHIFT EMPLOYEES ARE DEPLOYED. INTERVIEWS AND COUNSELS INMATES AS NECESSARY TO ENSURE MAXIMUM SAFETY AND SECURITY. WILL SERVE AS DUTY WARDEN ON A ROTATING BASIS AND AS A BACK-UP FOR THE MAJOR.