

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/14/17

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

SCDC INTERNAL TITLE: WARDEN V SCDC POSITION #: 011819

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: MCCORMICK CORRECTIONAL INSTITUTION, MCCORMICK (MCCORMICK) LEVEL 3

STATE JOB TITLE: WARDEN II

STATE JOB CLASS: JD60

PAY BAND/LEVEL: 08 B

BAND: 08

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 061527 - \$ 079464 SCEIS POSITION #: 61017757

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND SUPERVISORY EXPERIENCE IN A CORRECTIONAL ENVIRONMENT.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR' DEGREE AND SEVEN (7) YEARS OF RESPONSIBLE ADMINISTRATIVE/MANAGEMENT EXPERIENCE IN A CORRECTIONAL ENVIRONMENT; OR AN ASSOCIATE'S DEGREE AND NINE (9) YEARS OF RESPONSIBLE ADMINISTRATIVE/MANAGEMENT EXPERIENCE IN A CORRECTIONAL ENVIRONMENT; OR A HIGH SCHOOL DIPLOMA AND ELEVEN (11) YEARS OF RESPONSIBLE ADMINISTRATIVE/MANAGEMENT EXPERIENCE IN A CORRECTIONAL ENVIRONMENT. ALL COMBINATIONS OF EDUCATION/EXPERIENCE SHOULD INCLUDE FIVE (5) YEARS OF CORRECTIONAL SUPERVISORY EXPERIENCE.

DESCRIPTION OF DUTIES:

PLANS, ORGANIZES, DIRECTS, COORDINATES, MANAGES AND IS RESPONSIBLE FOR ALL ADMINISTRATIVE, SECURITY, SAFETY, WELFARE, AND PROGRAMMATIC MISSIONS/ACTIVITIES FOR MCCORMICK CORR. INSTITUTION. ENSURES THAT ALL INMATES ASSIGNED TO THIS LEVEL THREE FACILITY ARE SECURED AND HELD IN CUSTODY UNTIL RELEASED BY PROPER AUTHORITY. ENSURES THE SAFETY OF ALL ASSIGNED EMPLOYEES. PLANS AND IMPLEMENTS PROGRAMS FOR THE INMATES ASSIGNED TO THE INSTITUTION. RESPONDS TO AND COORDINATES EFFORTS RELATING TO DISTURBANCES WITHIN THE INSTITUTION. THE INCUMBENT WILL BE ASSIGNED AN EMERGENCY VEHICLE TO IMMEDIATELY RESPOND TO AND COORDINATE EFFORTS RELATING TO DISTURBANCES/EMERGENCIES WITHIN THE INSTITUTION. ENSURES THAT INSTITUTIONAL OPERATIONS AND PROGRAMS ARE CONDUCTED IN ACCORDANCE WITH STATE LAWS, SCDC POLICY AND GOOD MANAGEMENT PRACTICES; AND THAT THESE FUNCTIONS ARE CARRIED OUT IN A COST-EFFECTIVE MANNER. THE INCUMBENT IS ON CALL TWENTY-FOUR HOURS A DAY, SEVEN DAYS A WEEK.

COMMENTS: