SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/31/17 CLOSING DATE: 02/07/17 (4:30 PM)

SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 017114
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0600 PM - 0600 AM
LOCATION: LEATH CORR INSTIT (WOMEN), GREENWOOD (GREENWOOD) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35
PAY BAND/LEVEL: 04 D
BAND: 04 SALARY RANGE $ 026988 - $ 049932 SPECIAL INCENTIVE: YES
HIRING SALARY RANGE: $ 030363 - $ 039201 SCEIS POSITION #: 61017529

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,
SECURITY OR POLICE WORK.
TWO YEARS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK.
CERTIFIED BY THE TRAINING ACADEMY AND COMPLETION OF THE BASIC
SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:
UNDER THE GENERAL SUPERVISION OF THE SHIFT LIEUTENANT, IS
RESPONSIBLE FOR THE OVERALL SUPERVISION OF SUBORDINATE SECURITY
ASSIGNED TO THE HOUSING UNITS, AND FOR THE SUPERVISION, CUSTODY AND
CONTROL OF ALL INMATES ASSIGNED TO THE HOUSING UNITS. MAKES ROUTINE
INSPECTIONS OF THE LIVING AREAS FOR COMPLIANCE WITH SECURITY, SAFETY
AND SANITATION STANDARDS. CONDUCTS INVESTIGATIONS OF ALLEGED
MISCONDUCT ON THE PART OF INMATES AND SECURITY PERSONNEL ASSIGNED TO
THE AREA OF RESPONSIBILITY. ASSISTS IN CONDUCTING FORMAL AND INFORMAL
COUNTS. SUPERVISES THE JOB PERFORMANCE, CONDUCT AND APPEARANCE OF
ASSIGNED SECURITY PERSONNEL AND PREPARES EMPLOYEE EVALUATIONS.
COUNSELS, RECOMMENDS DISCIPLINARY ACTION, AND TRAINS SUBORDINATE STAFF
TO REQUIRED STANDARDS OF PERFORMANCE. PREPARES REPORTS AS NEEDED OR
REQUIRED. PERFORMS DUTIES OF SHIFT LIEUTENANT WHEN NECESSARY.
COMMENTS:
SHIFT/WORK SCHEDULE SUBJECT TO CHANGE