

**SC DEPARTMENT OF CORRECTIONS**

**-JOB POSTING NOTICE (EOE)-**

OPENING DATE: 02/08/17

CLOSING DATE: 02/15/17 (4:30 PM)

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SCDC INTERNAL TITLE: CPL II SCDC POSITION #: 017134

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E2 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 B

BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61017575

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MINIMUM AND ADDITIONAL REQUIREMENTS:

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

EIGHTEEN MONTHS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE  
WORK. INCUMBENT MUST SUCCESSFULLY COMPLETE BASIC CERTIFICATION  
TRAINING AT THE S.C. DEPT. OF CORRECTIONS TRAINING ACADEMY WITHIN  
SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION, MAINTAINS PROPER SECURITY, DISCIPLINE AND  
SAFETY FOR INMATES AND PROPERTY IN A MEDIUM/MAXIMUM FACILITY. ASSISTS  
IN INSTRUCTION AND COUNSELING OF INMATES. MAINTAINS PROFESSIONAL  
RAPPOROT WITH INMATES AND COOPERATIVE RELATIONSHIP WITH CO-WORKERS.  
DOCUMENTS AND PREPARES INCIDENT REPORTS WHEN NECESSARY. MONITORS  
INMATE MOVEMENT WITHIN THE INSTITUTION.

COMMENTS:

SHIFT/WORK SCHEDULE SUBJECT TO CHANGE

APPROVED