

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/24/17

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

SCDC INTERNAL TITLE: CPL II SCDC POSITION #: 010423
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0700 PM - 0700 AM
LOCATION: LEE CORRECTIONAL INSTITUTION, BISHOPVILLE (LEE) LEVEL 3

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 #: 61021744

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 DIRECT SUPERVISION OF THE SHIFT SERGEANT, PROVIDES DIRECTION
AND INSTRUCTION TO INMATES AND OFFICERS IN A PROGRAM OF DISCIPLINE,
SAFETY, SECURITY AND REHABILITATION OF INMATES IN A MAXIMUM
SECURITY FACILITY. ASSISTS SERGEANT II IN EVALUATING OFFICER
PERFORMANCE; PROVIDES DIRECT SUPERVISION TO SUBORDINATE OFFICERS.
REVIEWS INCIDENT REPORTS WRITTEN BY OFFICERS. INSTRUCTS AND COUNSELS
OFFICERS CONCERNING DUTY REQUIREMENTS. INVESTIGATES INMATE COMPLAINTS
AND TAKES APPROPRIATE ACTION; INSTRUCTS AND COUNSELS INMATES AS
REQUIRED. MONITORS INMATE MOVEMENT WITHIN THE INSTITUTION. PERFORMS
ESSENTIAL AND MARGINAL DUTIES OF AN OFFICER II; PERFORMS ALL OTHER
RELATED DUTIES AS ASSIGNED BY THE SHIFT SUPERVISOR.

COMMENTS:

ASSIGNED TO RHU (F7)