

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

**MUST APPLY THROUGH NEOGOV AT AGENCY.GOVERNMENTJOBS.COM/SC**

OPENING DATE: 03/13/18

CLOSING DATE: 03/20/18 (4:30 PM)

SCDC INTERNAL TITLE: SGT II - INDUSTRIES

SCDC POSITION #: 012459

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM

LOCATION: INDUSTRIES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

PAY BAND/LEVEL: 04 D

BAND: 04

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 033677 - \$ 039201 SCEIS POSITION #: 61016795

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, OF WHICH SIX MONTHS MUST BE IN A MEDIUM/MAXIMUM SETTING.

CERTIFIED BY THE TRAINING ACADEMY AND SUCCESSFUL COMPLETION OF THE  
BASIC SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION FROM THE OPERATIONS MANAGER, OVERSEES THE  
SECURITY OPERATIONS AT ALL INDUSTRIES LOCATIONS WHILE ADHERING TO THE  
AGENCY MISSION: SAFETY, SERVICE AND STEWARDSHIP. ASSUMES  
PRIMARY RESPONSIBILITY FOR SECURITY OF ALL BUILDINGS AND PUBLIC  
PROPERTY. CONDUCTS REGULAR INSPECTIONS AT INDUSTRIES SITES  
THROUGHOUT THE STATE; SEARCHING FOR CONTRABAND AND UNAUTHORIZED  
INMATE ACTIVITY. PROVIDES GUIDANCE TO EMPLOYEES ON POLICIES & THE  
APPROPRIATE PROCEDURES TO ENSURE INMATE SAFETY AND SECURITY. CONDUCTS  
SECURITY TRAINING FOR EMPLOYEES & INMATE WORKERS AS REQUIRED. CONDUCTS  
INMATE COUNSELING & DISCIPLINARY ACTIONS FOR WORKERS ASSIGNED TO  
INDUSTRIES - HQ, TO INCLUDE PRINT SHOP, WAREHOUSE, MICROFILM, ETC. SERVES  
AS THE DIVISIONAL LIAISON ON SECURITY RELATED MATTERS. TRAVELS TO  
INDIVIDUAL LOCATIONS TO SUPPORT THE INSTITUTIONAL STAFF, WHICH MAY  
REQUIRE SERVING AS PLANT MANAGER. PROMOTES PROFESSIONAL EXCELLENCE,  
FISCAL RESPONSIBILITY & SELF-SUFFICIENCY. WORK SCHEDULE SUBJECT TO VARY  
COMMENTS:

THIS IS RECRUITED THROUGH NEOGOV ONLY. APPLY AT JOBS.SC.GOV

APPROVED