

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 05/16/18

CLOSING DATE: 05/23/18 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SGT II

SCDC POSITION #: 013380

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0600 AM - 0200 PM

LOCATION: TRAINING, 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: \$ 030363 - \$ 039201 SCEIS POSITION #: 61016927

MINIMUM AND ADDITIONAL REQUIREMENTS:

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

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES).

TWO YEARS EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK. MUST BE
CERTIFIED BY THE TRAINING ACADEMY AND COMPLETION OF THE BASIC
SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

APPLY AT WWW.JOBS.SC.GOV

DESCRIPTION OF DUTIES:

TRANSPORTS AND PROVIDES SUPERVISION TO INMATE WORKERS ASSIGNED TO YARD
DETAIL. CONDUCTS INMATE COUNTS. SERVES AS FIRST RESPONDER. ENSURES
CLASSROOMS ARE SET-UP AS REQUIRED. INSPECTS, MAINTAINS AND COMPLETES
THE APPROPRIATE FORMS FOR THE STATE VEHICLES THAT ARE ASSIGNED TO
THE ACADEMY. CONDUCTS MONTHLY HAZARDOUS CHEMICAL INVENTORY. PREPARES
AND MANAGES BED ROSTERS FOR STUDENT RESIDENTS, ISSUES AND/OR RECEIVES
STUDENT DORM KEYS AND ENSURES DORM ROOMS ARE INSPECTED AND CLEANED ON
A WEEKLY BASIS. SUBMIT COMMISSARY ORDERS TO THE BUSINESS MANAGER ON A
MONTHLY BASIS. CONDUCTS WEEKLY SAFETY AND SANITATION INSPECTIONS OF
THE BUILDINGS AND GROUNDS. ENTERS WORK ORDER REQUESTS AS NEEDED.
MONITOR STUDENT'S COMPLIANCE WITH THE TRAINING ACADEMY RULES AND
AGENCY POLICIES.

COMMENTS:

MUST SUBMIT RESUME. FILLING THREE POSITIONS FROM THIS
ANNOUNCEMENT.