

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/09/18

CLOSING DATE: 01/17/18 (4:30 PM)

SCDC INTERNAL TITLE: CPL II SCDC POSITION #: 014229
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: TYGER RIVER CORRECTIONAL INSTITUTION, ENOREE (SPARTANBURG) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35
PAY BAND/LEVEL: 04 B
BAND: 04 SPECIAL INCENTIVE: YES
HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61017410

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 BEING IN THE POSITION.

DESCRIPTION OF DUTIES:

ASSIST SERGEANT IN EVALUATING OFFICER DUTY PERFORMANCE. PROVIDES
DIRECT SUPERVISION TO SUBORDINATE OFFICERS. REVIEWS INCIDENT REPORTS
WRITTEN BY OFFICER AND TAKES APPROPRIATE ACTION. INVESTIGATES INMATE
COMPLAINTS AND TAKES APPROPRIATE ACTION. INSTRUCTS AND COUNSELS
OFFICERS CONCERNING DUTY REQUIREMENTS. INSTRUCTS AND COUNSELS INMATES
AS REQUIRED. RELIEVES SERGEANT AS REQUIRED. MONITORS INMATE MOVEMENT
WITHIN THE INSTITUTION.