

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/11/17

CLOSING DATE: 08/18/17 (4:30 PM)

SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 014869

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D1 WORK TIME: 0700 AM - 0700 PM

LOCATION: BROAD RIVER CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

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 #: 61018572

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:

ASSISTS SERGEANT IN EVALUATING OFFICER DUTY PERFORMANCE.

PROVIDES DIRECT SUPERVISION TO SUBORDINATE OFFICERS. REVIEWS
INCIDENT REPORTS WRITTEN BY OFFICERS AND TAKES APPROPRIATE ACTION.

INVESTIGATES INMATE COMPLAINTS. INSTRUCTS AND COUNSELS OFFICERS

CONCERNING DUTY REQUIREMENTS AND POST ASSIGNMENTS. INSTRUCTS

AND COUNSELS INMATES AS REQUIRED. PERFORMS ALL OTHER SECURITY

RESPONSIBILITIES AS REQUIRED. THIS POSITION IS FOR SMU RECREATION

OFFICER. INSPECTS EXERCISE YARD FOR CONTRABAND. ENSURES FENCES ARE

SECURED AND INTACT. ENSURES INMATES ARE STRIP SEARCHED PRIOR TO

REMOVAL FROM CELL. ENSURES ALL INMATES ARE PROPERLY RESTRAINED AND

ESCORTED. NOTIFIES SMU CONTROL IN THE EVENT OF ANY DISRUPTIONS, FIGHTS

OR ESCAPE ATTEMPTS, ETC. *STAB PROOF VESTS MUST BE WORN AT ALL TIMES*

COMMENTS:

SHIFT WORK SCHEDULE SUBJECT TO CHANGE. FILLING TWO POSITIONS