

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/10/18

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

SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 011162
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0600 PM - 0600 AM
LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35
PAY BAND/LEVEL: 04 D
BAND: 04 SPECIAL INCENTIVE: YES
HIRING SALARY RANGE: \$ 030363 - \$ 039201 SCEIS POSITION #: 61019117

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.

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

DESCRIPTION OF DUTIES:

UNDER THE SUPERVISION OF THE HOUSING LIEUTENANT, IS RESPONSIBLE FOR
THE OVERALL SUPERVISION OF SECURITY PERSONNEL ASSIGNED TO THE UNIT,
AND THE SUPERVISION, CUSTODY AND CONTROL OF INMATES ASSIGNED TO THE
UNIT. SUPERVISES JOB PERFORMANCE AND APPEARANCE OF ASSIGNED SECURITY
PERSONNEL. ASSISTS WITH PREPARATION OF EMPLOYEE EVALUATIONS,
DISCIPLINARY ACTION REQUESTS, COUNSELING, ETC. ASSISTS IN CONDUCTING
BRIEFING WITH OFFICERS AT THE BEGINNING OF SHIFT. KEEPS SUBORDINATES
INFORMED OF ALL CHANGES AFFECTING INMATES AND OPERATIONS. MAKES
RANDOM CHECKS TO ENSURE DUTY PERFORMANCE IS WITHIN STANDARDS. MAKES
ROUTINE INSPECTIONS OF WORK AREAS AND ALL SECURITY DEVICES AND
EQUIPMENT TO ENSURE DUTY PERFORMANCE STANDARDS ARE MET AND THAT ALL
DEVICES, DOORS, AND EQUIPMENT ARE IN PROPER WORKING ORDER. ASSISTS IN
CONDUCTING COUNTS. INVESTIGATES COMPLAINTS. PERFORMS DUTIES OF THE
HOUSING LIEUTENANT IN HIS ABSENCE. MAINTAINS OSHA AND SAFETY
STANDARDS.