

**SC DEPARTMENT OF CORRECTIONS**

**-JOB POSTING NOTICE (EOE)-**

OPENING DATE: 08/11/17

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

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SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 019963  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E2 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 #: 61019444

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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.