

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 I SCDC POSITION #: 011188
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E2 WORK TIME: 0600 PM - 0600 AM
LOCATION: MANNING REENTRY/WORK RELEASE CENTER, COLUMBIA (RICHLAND) LEVEL 1

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35
PAY BAND/LEVEL: 04 B
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61019581

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

DESCRIPTION OF DUTIES:

CONDUCTS ROLL CALL; MONITORS OFFICERS ON DUTY; INSTRUCTS AND EXPLAINS
RULES, REGULATIONS AND PROCEDURES. ASSISTS IN NON-ROUTINE PROBLEMS.
MAKES SANITATION, SAFETY AND SECURITY INSPECTIONS OF ALL BUILDINGS,
BUILDING CONTENTS, GROUNDS AND VEHICLES AND CORRECTS OR REPORTS SHORT-
COMINGS OR DEFICIENCIES. ASSIGNS SPECIFIC DUTIES TO SUBORDINATE
OFFICERS TO ENSURE CLEANING OF BUILDINGS, GROUNDS, ETC., AND PROPER
SUPERVISION AND CONTROL OF INMATES IN THE WARDS, RECREATION AREA, AND
ON SPECIAL DETAIL. SUPERVISES AND VERIFIES THE ACCURACY OF SCHEDULED
FORMAL COUNTS; MAKES INFORMAL COUNTS WHEN REQUIRED. ASSISTS IN
SPECIAL INVESTIGATIONS AND MAKES RECOMMENDATIONS TO SUPERVISOR.
EVALUATES OFFICERS' DUTY PERFORMANCE; INSTRUCTS AND COUNSELS OFFICERS
IN REQUIRED DUTY PERFORMANCE STANDARDS.