

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 #: 017206
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E1 WORK TIME: 0600 AM - 0600 PM
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 #: 61019671

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, AND PROVIDES ASSISTANCE AS NEEDED.
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 THE BUILDINGS, GROUNDS, ETC. ENSURES
PROPER SUPERVISION AND CONTROL OF INMATES IN THE WARDS, RECREATION
AREA, AND INMATES ON SPECIAL DETAIL. SUPERVISES AND VERIFIES THE
ACCURACY OF SCHEDULED FORMAL COUNTS; MAKES INFORMAL COUNTS WHEN
REQUIRED. ARBITRATES INMATE DISPUTES, INVESTIGATES COMPLAINTS, AND
REFERS TO APPROPRIATE STAFF MEMBER AS REQUIRED. EVALUATES OFFICER
DUTY PERFORMANCE; INSTRUCTS AND COUNSELS OFFICERS IN REQUIRED DUTY
PERFORMANCE STANDARDS.