

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 01/10/18

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

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SCDC INTERNAL TITLE: LT I SCDC POSITION #: 017326  
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 E  
BAND: 04 SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE: \$ 031575 - \$ 040753 SCEIS POSITION #: 61019694

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,  
SECURITY OR POLICE WORK.  
THIRTY MONTHS EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK  
TO INCLUDE ONE YEAR OF CORRECTIONAL SUPERVISORY EXPERIENCE. CERTIFIED  
BY THE TRAINING ACADEMY AND COMPLETION OF THE BASIC SUPERVISORY COURSE  
WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION, PLANS, COORDINATES AND DIRECTS THE ACTIONS  
OF THE SECURITY STAFF AND OVERSEES SECURITY, CUSTODY AND CONTROL OF  
INMATES IN ASSIGNED UNIT(S) OF A MINIMUM SECURITY FACILITY.  
ASSUMES PRIMARY RESPONSIBILITY FOR SECURITY FOR ALL BUILDINGS AND  
PUBLIC PROPERTY. MAKES ROUTINE CHECKS OF THE UNIT(S) TO ENSURE  
SUBORDINATE STAFF ARE PERFORMING THEIR DUTIES PROPERLY AND SAFELY, AND  
THAT CLEANLINESS AND OSHA STANDARDS ARE MAINTAINED. ASSISTS WITH ALL  
INMATE COUNTS FOR ACCURACY. INVESTIGATES COMPLAINTS AND VIOLATIONS;  
ARBITRATES DISPUTES AMONG INMATE POPULATION AND CORRECTIONAL STAFF.  
ACTS AS SHIFT CAPTAIN IN HIS/HER ABSENCE.