

**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: SERGEANT I SCDC POSITION #: 019426  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0430 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 #: 61019931

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

DESCRIPTION OF DUTIES:

PERFORMS THE DUTIES A UNIT SERGEANT WHICH INCLUDES, BUT NOT LIMITED  
TO: ENSURING INMATE LIVING AREAS ARE MAINTAINED IN A HIGH STANDARD  
OF CLEANLINESS AND ORDERLINESS. RESPONSIBLE FOR ENSURING WARDKEEPS  
MAINTAIN ALL COMMON AREAS OF THE DORMS TO INCLUDE DAYROOM, BATHROOMS  
CLEAN AT ALL TIMES. RESPONSIBLE FOR ENSURING CLEANING SUPPLIES ARE  
MAINTAINED IN A SECURE AND SAFE AREA. ASSIST INMATES WITH ROUTINE  
INQUIRIES. ASSISTS THE SHIFT WITH ENSURING INMATES IN THE PRE-  
RELEASE PROGRAMMING ARE LEAVING THE DORM AREAS FOR CLASSES. WILL  
BE REQUIRED TO ASSIST THE 12-HOUR SHIFT WHEN PERSONNEL SHORTAGES  
OCCUR. SERVES ON VARIOUS INSTITUTIONAL COMMITTEES. PERFORM OTHER  
DUTIES AS ASSIGNED BY SECURITY/NON-SECURITY SUPERVISORS.