

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 12/06/17

CLOSING DATE: 12/13/17 (4:30 PM)

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SCDC INTERNAL TITLE: CPL II SCDC POSITION #: 018789  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D1 WORK TIME: 0630 AM - 0630 PM  
LOCATION: RIDGELAND CORR INSTITUTION, RIDGELAND (JASPER) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35  
PAY BAND/LEVEL: 04 B  
BAND: 04 SPECIAL INCENTIVE: YES  
HIRING SALARY RANGE: \$ 028074 - \$ 036260 SCEIS POSITION #: 61021027

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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. INCUMBENT MUST SUCCESSFULLY COMPLETE BASIC CERTIFICATION  
TRAINING AT THE S.C. DEPT. OF CORRECTIONS TRAINING ACADEMY WITHIN  
SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:  
ASSISTS SERGEANT II IN EVALUATING OFFICER DUTY PERFORMANCE. PROVIDES  
DIRECT SUPERVISION TO SUBORDINATE OFFICERS. REVIEWS INCIDENT REPORTS  
WRITTEN BY OFFICERS AND TAKES APPROPRIATE ACTION. INSTRUCTS AND  
COUNSELS INMATES AS REQUIRED. MONITORS INMATE MOVEMENT WITHIN THE  
INSTITUTION.

COMMENTS:  
WORK HOURS, DAYS OFF AND SHIFT ASSIGNMENT ARE SUBJECT TO CHANGE.