

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/06/17

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

SCDC INTERNAL TITLE: LT I SCDC POSITION #: 012003
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D1 WORK TIME: 0545 AM - 0600 PM
LOCATION: PALMER PRE-RELEASE CENTER, FLORENCE (FLORENCE) 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 #: 61022172

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 SCDC 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 THE SECURITY, CUSTODY AND CONTROL
OF INMATES IN ASSIGNED UNIT(S) OF A MINIMUM SECURITY FACILITY. ASSUMES
PRIMARY RESPONSIBILITY FOR SECURITY, SANITATION, SAFETY FOR ALL BUILD-
INGS, BUILDINGS CONTENTS, GROUNDS AND VEHICLES. CONDUCTS ROUTINE CHECK
OF THE UNIT(S) TO ENSURE SUBORDINATE STAFF ARE PERFORMING THEIR DUTIES
PROPERLY AND SAFELY, AND THAT CLEANLINESS AND OSHA STANDARDS ARE MAIN-
TAINED. SUPERVISES AND VERIFIES THE ACCURACY OF ALL INMATE COUNTS.
INVESTIGATES COMPLAINTS AND VIOLATIONS. ARBITRATES DISPUTES AMONG
INMATE POPULATION AND CORRECTIONAL STAFF. WILL SERVE AS AN ON-CALL
OFFICIAL ON A ROTATING BASIS.