

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 09/06/18

CLOSING DATE: 10/08/18 (4:30 PM)

SCDC INTERNAL TITLE: LT II

SCDC POSITION #: 019869

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 03 WORK TIME: 1100 PM - 0700 AM

LOCATION: EMERGENCY ACTION CENTER, COLUMBIA (RICHLAND)

STATE JOB TITLE: CORRECTIONAL OFFICER III

STATE JOB CLASS: JD40

PAY BAND/LEVEL: 05 B

BAND: 05

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 034157 - \$ 044112 SCEIS POSITION #: 61017011

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND SUPERVISORY EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK.

THREE YEARS 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. MUST BE CERTIFIED TO OPERATE SLED/CJIS/NCIC COMPUTER SYSTEM AND OTHER NECESSARY EQUIPMENT WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

SUPERVISE AND MONITORS THE ASSIGNED SHIFT OPERATION OF THE AGENCY EMERGENCY ACTION CENTER (EAC). RESPONSIBLE FOR ASSIGNED PERSONNEL AND THEIR COMPLIANCE WITH RULES, REGULATIONS AND PROCEDURES. COORDINATES COMMUNICATION FUNCTIONS WITH THE SOUTH CAROLINA DEPARTMENT OF CORRECTIONS (SCDC), STATE LAW ENFORCEMENT DIVISION (SLED), OTHER LAW ENFORCEMENT AGENCIES AND OTHER STATE AGENCIES' PERSONNEL AND ADMINISTRATIVE DUTY OFFICER ON NON-EMERGENCY AND EMERGENCY FUNCTIONS AS A CENTRAL COMMUNICATIONS CENTER.