

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

**MUST APPLY THROUGH NEOGOV AT AGENCY.GOVERNMENTJOBS.COM/SC**

OPENING DATE: 03/13/18

CLOSING DATE: 03/20/18 (4:30 PM)

SCDC INTERNAL TITLE: LT II

SCDC POSITION #: 012318

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E1 WORK TIME: 0700 AM - 0700 PM

LOCATION: TYGER RIVER CORRECTIONAL INSTITUTION, ENOREE (SPARTANBURG) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER III

STATE JOB CLASS: JD40

PAY BAND/LEVEL: 05 B

BAND: 05

SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 034157 - \$ 044112 SCEIS POSITION #: 61017264

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 TO

INCLUDE ONE YEAR OF CORRECTIONAL SUPERVISORY EXPERIENCE. CERTIFIED

BY THE SCDC TRAINING ACADEMY AND SATISFACTORY COMPLETION OF THE BASIC

SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

UNDER THE GENERAL SUPERVISION OF THE SHIFT LIEUTENANT, IS

RESPONSIBLE FOR THE OVERALL SUPERVISION OF SUBORDINATE SECURITY

ASSIGNED TO THE HOUSING UNITS, AND FOR THE SUPERVISION, CUSTODY AND

CONTROL OF ALL INMATES ASSIGNED TO THE HOUSING UNITS. MAKES ROUTINE

INSPECTIONS OF THE LIVING AREAS FOR COMPLIANCE WITH SECURITY, SAFETY

AND SANITATION STANDARDS. CONDUCTS INVESTIGATIONS OF ALLEGED

MISCONDUCT ON THE PART OF INMATES AND SECURITY PERSONNEL ASSIGNED TO

THE AREA OF RESPONSIBILITY. ASSISTS IN CONDUCTING FORMAL AND INFORMAL

COUNTS. SUPERVISES THE JOB PERFORMANCE, CONDUCT AND APPEARANCE OF

ASSIGNED SECURITY PERSONNEL AND PREPARES EMPLOYEE EVALUATIONS.

COUNSELS, RECOMMENDS DISCIPLINARY ACTION, AND TRAINS SUBORDINATE STAFF

TO REQUIRED STANDARDS OF PERFORMANCE. PREPARES REPORTS AS NEEDED OR

REQUIRED.

COMMENTS:

THIS IS RECRUITED THROUGH NEOGOV ONLY. APPLY AT JOBS.SC.GOV