

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/10/18

CLOSING DATE: 01/18/18 (4:30 PM)

SCDC INTERNAL TITLE: LT II SCDC POSITION #: 011092
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E2 WORK TIME: 0600 PM - 0600 AM
LOCATION: TRENTON CORRECTIONAL INSTITUTION, TRENTON (EDGEFIELD) 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 #: 61018716

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:
SUPERVISES SECURITY STAFF AT A MINIMUM SECURITY FACILITY. MAKES
SANITATION, SAFETY AND SECURITY INSPECTIONS OF ALL BUILDINGS,
BUILDING CONTENTS, GROUNDS AND VEHICLES IN A MINIMUM FACILITY.
INVESTIGATES COMPLAINTS AND VIOLATIONS, ARBITRATES DISPUTES AMONG
INMATE POPULATION AND CORRECTIONAL STAFF. SUPERVISES AND VERIFIES THE
ACCURACY OF SCHEDULED FORMAL COUNTS; MAKES INFORMAL COUNTS WHEN
REQUIRED.

COMMENTS:
SHIFT ASSIGNMENT IS SUBJECT TO CHANGE