

**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: LT II SCDC POSITION #: 018735  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: E2 WORK TIME: 0630 PM - 0630 AM  
LOCATION: RIDGELAND CORR INSTITUTION, RIDGELAND (JASPER) 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 #: 61021062

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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, ONE  
YEAR OF WHICH MUST BE CORRECTIONAL SUPERVISORY. 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 GENERAL SUPERVISION, PLANS, COORDINATES AND DIRECTS THE ACTIONS  
OF THE SECURITY STAFF AND OVERSEES SECURITY, CUSTODY AND CONTROL OF  
INMATES IN ASSIGNED UNIT(S) OF A MEDIUM/MAXIMUM SECURITY FACILITY.  
ASSUMES PRIMARY RESPONSIBILITY FOR SECURITY FOR ALL BUILDINGS AND  
PUBLIC PROPERTY. MAKES ROUTINE CHECKS OF THE UNIT(S) TO ENSURE  
SUBORDINATE STAFF ARE PERFORMING THEIR DUTIES PROPERLY AND SAFELY, AND  
THAT CLEANLINESS AND OSHA STANDARDS ARE MAINTAINED. ASSISTS WITH ALL  
INMATE COUNTS FOR ACCURACY. INVESTIGATES COMPLAINTS AND VIOLATIONS;  
ARBITRATES DISPUTES AMONG INMATE POPULATION AND CORRECTIONAL STAFF.

COMMENTS:

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