

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/22/17

CLOSING DATE: 12/01/17 (4:30 PM)

SCDC INTERNAL TITLE: LT II SCDC POSITION #: 016853

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0400 PM

LOCATION: WATEREE RIVER CORRECTIONAL INSTITUTION, REMBERT (SUMTER) 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 #: 61022684

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 TRAINING ACADEMY AND COMPLETION OF THE BASIC SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

SUPERVISES ALL SECURITY STAFF IN A LEVEL II SECURITY FACILITY. INSTRUCTS AND TRAINS SUBORDINATE STAFF AND MAKES INSPECTIONS TO ENSURE THEY PROPERLY PERFORM ASSIGNED DUTIES. MAKES SANITATION, SAFETY AND SECURITY INSPECTIONS OF ALL BUILDINGS, BUILDING CONTENTS, GROUNDS AND VEHICLES. 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. PREPARES AND SUBMITS WRITTEN OPERATIONAL AND ADMINISTRATIVE REPORTS. STUDIES AND REMAINS THOROUGHLY FAMILIAR WITH CURRENT POLICIES AND PROCEDURES. OTHER DUTIES AS REQUIRED.