

**SC DEPARTMENT OF CORRECTIONS**

**-JOB POSTING NOTICE (EOE)-**

OPENING DATE: 01/10/18

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

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SCDC INTERNAL TITLE: LT II SCDC POSITION #: 016877  
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 #: 61022686

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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.  
CERTIFIED BY THE SCDC 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.

COMMENTS:  
DO NOT ANNOUNCE, FILL WITH POSITION 016853