

**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: CPT II SCDC POSITION #: 011238  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0600 PM - 0600 AM  
LOCATION: MANNING REENTRY/WORK RELEASE CENTER, COLUMBIA (RICHLAND) LEVEL 1

STATE JOB TITLE: CORRECTIONAL OFFICER IV STATE JOB CLASS: JD50  
PAY BAND/LEVEL: 06 A  
BAND: 06 SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE: \$ 039960 - \$ 051623 SCEIS POSITION #: 61019585

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND SUPERVISORY EXPERIENCE IN  
CORRECTIONAL, SECURITY OR POLICE WORK.

HIGH SCHOOL DIPLOMA AND FOUR (4) YEARS OF CORRECTIONAL SECURITY OR  
POLICE WORK, TO INCLUDE ONE (1) YEAR OF CORRECTIONAL SUPERVISORY  
EXPERIENCE.

DESCRIPTION OF DUTIES:

SCHEDULES, DIRECTS, AND MANAGES THE EMPLOYMENT AND DUTY ACTIVITIES  
OF A SECURITY SHIFT. SUPERVISES, INSPECTS AND ENSURES PROPER  
PERIMETER AND INTERNAL SECURITY AND CONTROL MEASURES ARE IN EFFECT  
AND ENFORCED. PREPARES, SUBMITS, AND MONITORS REPORTS REQUIRED BY THE  
CHAIN OF COMMAND AND POLICY. DIRECTS AND REDIRECTS SECURITY RESOURCE  
FOR OPTIMUM SECURITY AND SAFETY. ENSURES THAT INSTITUTIONAL BUILDINGS  
AND STATE PROPERTY ARE PROPERLY SECURED. TRAINS, DEVELOPS, INSTRUCTS,  
EVALUATES AND COUNSELS SUBORDINATES TO ENSURE DUTY PERFORMANCE IS IN  
ACCORDANCE WITH STATE LAWS AND AGENCY POLICIES. ENSURES THE PROPER  
CONTROL, ISSUE, AND USE OF WEAPONS, KEYS, SECURITY DEVICES AND AGENCY  
EQUIPMENT. INSPECTS ALL POSTS WHERE SHIFT EMPLOYEES ARE DEPLOYED.  
INTERVIEWS AND COUNSELS INMATES AS NECESSARY TO ENSURE MAXIMUM SAFETY  
AND SECURITY.