

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 08/04/17

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: ASSOC WARDEN III SCDC POSITION #: 011497  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM  
LOCATION: LIEBER CORRECTIONAL INSTITUTION, RIDGEVILLE (DORCHESTER) LEVEL 3

STATE JOB TITLE: WARDEN I STATE JOB CLASS: JD55  
PAY BAND/LEVEL: 07 B  
BAND: 07 SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE: \$ 050571 - \$ 065310 SCEIS POSITION #: 61020455

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND SUPERVISORY EXPERIENCE IN A CORRECTIONAL ENVIRONMENT.

A BACHELOR'S DEGREE AND FOUR (4) YEARS OF RESPONSIBLE ADMINISTRATIVE/MANAGEMENT EXPERIENCE IN A CORRECTIONAL ENVIRONMENT, OR AN ASSOCIATE DEGREE AND SIX (6) YEARS OF RESPONSIBLE ADMINISTRATIVE/MANAGEMENT EXPERIENCE IN A CORRECTIONAL ENVIRONMENT, OR A HIGH SCHOOL DIPLOMA AND EIGHT (8) YEARS OF RESPONSIBLE ADMINISTRATIVE/MANAGEMENT EXPERIENCE IN A CORRECTIONAL ENVIRONMENT, TO INCLUDE TWO (2) YEARS CORRECTIONAL SUPERVISORY EXPERIENCE. INCUMBENT MUST BE CERTIFIED OR OBTAIN CERTIFICATION WITHIN SIX (6) MONTHS OF ENTRY INTO THE POSITION AND MUST THEN MAINTAIN HIS/HER CERTIFICATION WHILE IN THE POSITION.

DESCRIPTION OF DUTIES:

UNDER THE SUPERVISION OF THE WARDEN WILL SERVE AS THE ASSOCIATE WARDEN AND ASSUME RESPONSIBILITIES OF THE WARDEN IN THE WARDEN'S ABSENCE. ASSIST IN THE PLANNING, DIRECTION, AND COORDINATION OF ALL ACTIVITIES/PROGRAMS/OPERATIONS OF LIEBER. PERFORM DUTIES GOVERNED BY BROAD INSTRUCTIONS IN ACCORDANCE WITH ESTABLISHED POLICIES AND FUNCTIONS IN THE AREA WHERE DECISION MAKING IS CRITICAL DUE TO THE CONSTANTLY CHANGING CONDITIONS AND PROBLEMS. MUST INTERPRET LAWS AND POLICIES/OPERATING PROCEDURES. INFORM PUBLIC OFFICIALS AND OTHER INTERESTED PERSONS ABOUT THE OPERATION OF THE INSTITUTION. CORRESPOND WITH INMATES AS WELL AS VARIOUS PUBLIC AND PRIVATE PARTIES. PREPARE REPORTS, STUDIES, REGULATIONS, AND POLICIES FOR SUBMISSION TO HIGHER AUTHORITY. THIS POSITION IS ON-CALL 24 HOURS PER DAY, 365 DAYS PER YEAR.

COMMENTS:

\*\*\*\*\*MUST SUBMIT A RESUME\*\*\*\*\*

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