

Sumter County Office of Human Resources



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Sumter County is Presently Seeking Correctional Officers for the Sumter-Lee Regional Detention Center Starting Salary \$24,333

Examples of Work Performed: Under regular supervision, provides the proper detention and care of persons lawfully incarcerated and maintains the safety, security and welfare of inmates, staff and the general public. Books and releases inmates. Oversees the activities of inmates, including those assigned to work release and house arrest programs. Maintains and submits required records. Books new inmates, performing such duties as conducting criminal history and medical background checks, classifying inmates, issuing clothing and supplies, preparing inventories of personal property, entering all pertinent booking data into computer, taking I.D. photographs, fingerprinting, conducting drug tests, assigning quarters, etc. Performs inmate release procedures as directed. Patrols facility; conducts inmate head counts; searches inmates and their quarters for contraband; monitors security cameras and radio communication; and performs various other duties to ensure the safety and security of inmates, staff and the general public. Supervises the activities and work assignments of inmates, enforcing inmate rules and regulations. Transports inmates from one section of the Center to another, to job sites and to and from court, medical facilities, etc., as necessary. Ensures inmates receive meals and opportunities for exercise at proper times and are provided personal supplies and medications as needed. Receives and responds to inmates' inquiries, requests and complaints. Observes inmates' behavior; settles disputes between inmates; responds to all situations which pose a threat to inmates, staff or the public. May perform specialized duties as trained or directed to assist with various Detention Center functions and projects, including house arrest, work release, courtroom security, transportation, population management, officer training, etc. Maintains accurate records and reports as required to document inmate activities and daily tasks. Requisitions and picks up supplies as needed. Attends scheduled training and educational classes. Maintains required level of proficiency in the use of firearms. Receives, reviews, prepares and/or submits various records and reports including booking reports, work logs, medical reports, pay records, visitation/phone logs, head counts, incident reports, memos, correspondence, etc. Operates and maintains a vehicle and a variety of equipment such as firearms, restraining devices, two-way radio, air pack, fire extinguisher, fire alarm system, audio-visual equipment, camera, tape recorder, computer, copier, adding machine, telephone, drug testing supplies, first aid equipment and supplies, gas pumps, etc. Exercises care and safety in the use of equipment and tools required to complete assigned tasks; inspects various equipment for safety and proper working condition. Interacts and communicates with various groups and individuals such as supervisors, volunteers, clergy, inmates and their families, other law enforcement agencies, medical personnel, attorneys, judges/magistrates, various federal and state agencies, bondsmen, etc. Prepares and types reports, memos and correspondence; copies and files documents, performs computer data entry; answers the telephone, etc. Oversees laundry, maintenance and repair operations. Administers first aid/CPR as needed. Distributes inmate mail. Performs related duties as required. Reports to the Sergeant.

Required Knowledge, Skills & Abilities: Has considerable knowledge of the methods, organization and management of a county detention facility as reflected in the needs and requirements of the County. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Is able to maintain control of assigned activities through effective supervision of inmates and the application of good human relations techniques. Has the ability to offer assistance to co-workers and employees of other departments as required. Has knowledge of the structure, functions and inter-relationships of state and local law enforcement agencies. Has knowledge of up-to-date methods of law enforcement and corrections procedures. Has considerable knowledge of firearms, radio and other law enforcement equipment. Is skilled in the use of firearms. Has considerable knowledge of legal rights

of accused persons. Has considerable knowledge of criminal behavior. Has considerable knowledge of civil process. Is able to use judgment and discretion and act calmly and quickly in emergency situations. Is able to assemble and analyze information and make written and oral reports concisely, clearly and effectively. Has the ability to use independent judgment as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the mathematical ability to handle required calculations. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has skill in the use of computers. Has knowledge of the occupational hazards and safety precautions of the trade. Must be able to exert up to thirty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Must be able to remain on feet for periods of time. Must be physically fit and able to defend one's self from attack or physical assault. Must be able to restrain, lift and/or carry adults of varying weights.

Minimum Requirements: Requires a high school diploma supplemented by one to two years of experience in security, corrections or law enforcement, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must successfully complete prescribed course of study at the S.C. Criminal Justice Academy and possess related certification(s). Associate's Degree in Criminal Justice or other associated fields of study is a plus.

Benefits: One of the most important benefits offered to a Sumter County Employee is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered for County employees who are eligible and members of the South Carolina Retirement System (SCRS) or the Police Officers Retirement System (PORS). A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

Qualified Candidates are to Contact:

SC Employment Security Commission
Job Services Office
29 East Calhoun Street, Sumter, SC 29150

Or

Visit our Website for a Pre-Employment Application at www.sumtercountysc.org

And

Fax Cover Letter, Résumé and Application to Renee T. Brunson at (803) 774-2827

Or

E-mail Cover Letter, Résumé and Application to Renee T. Brunson at rbrunson@sumtercountysc.org

Opening Date: May 15, 2008

Closing Date: Open until filled

**EEO/AA
DRUGS DON'T WORK**