



POSITION OPEN

**POLICE DEPARTMENT
COMMUNITY SERVICE OFFICER
CLASS III CERTIFIED OFFICER**

Job Posting Date – October 23, 2017

The City of Conway Police Department is seeking a qualified candidate for the position of Community Service Officer / Class III Certified Officer. This position performs desk officer duties, assist walk-in customers/victims with filing or obtaining copies of police reports; Queries local and NCIC files for warrants and wanted persons; provides enforcement of state and city’s parking statutes and ordinances relating to parking, court security, prisoner transport, may provide non-emergency call response, assist with funeral escorts, and traffic direction duties. Under general supervision, performs law enforcement duties commiserate with a Class III Law Enforcement Officer, as required; does other related work as required. This position works rotating shifts. Reports to the Administrative Sergeant.

Minimum Experience and Training: Any combination of education and experience equivalent to graduation from high school. Must possess a valid South Carolina driver’s license or the ability to obtain; Class III Basic Law Enforcement Certificate or acquire within one year of employment; National Crime Information Center (NCIC) Certification and Basic Incident Command System Certificate (ICS 700) required within one year of employment; May be required to obtain other technical or professional certifications as deemed necessary by supervisor.

Entry level pay for this position is \$32,390.00.

Interested persons should submit an application to Lynn S. Smith, Human Resources Director at PO Box 1075, Conway, SC 29528. Applications may be obtained from the SC Department of Employment & Workforce Center at 200-A Victory Lane Conway, SC, or downloaded from www.cityofconway.com. A resume may be included but not substituted for an application.

Deadline to apply for this position is 5:00 pm on Monday, November 20, 2017.

CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER