



POSITION OPEN

**POLICE RECORDS CLERK
POLICE DEPARTMENT**

Job Posting Date – November 8, 2018

The City of Conway is seeking a qualified candidate for the position of Police Records Clerk. This position performs intermediate skilled clerical work in transcribing, coding, reporting and researching police records and police related data; performs other related duties as required; provides assistance to the Senior Records Clerk, co-workers, and the general public. Work is conducted under the general supervision of the Senior Records Clerk.

Minimum Experience and Training: Requires a high school diploma, GED or specialized vocational training and 1-2 years of clerical/administrative experience involving public contact is preferred or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for the job. Must be dependable. Must possess a valid South Carolina driver's license.

Entry level pay for this position is \$29,023.00

Interested persons should submit an application with a certified ten-year driving record to Lynn S. Smith, Human Resources Director at 1000 2nd Avenue, Conway, SC 29528. Applications may be downloaded from the City's website www.cityofconway.com. The deadline to apply for this position is Friday, November 23, 2018.

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