

City of Gaffney Police Department



Job Posting: Records Clerk/NCIC TAC

Applications must be submitted by Wednesday, March 21, 2018

Salary and Benefits:

- Salary ranging from \$23,928 to \$29,910 annually (based on qualifications and applicable certifications).
- Excellent benefit package includes paid medical, dental, vision, life insurance, twelve (12) paid holidays, overtime, PTO accrual, Retirement enrollment, and more.

Essential job functions include:

- Assists in the preparation of incident reports, arrest booking reports, warrants, citations, accident reports, officer's Daily Log, investigation reports, field interrogation reports, alcohol reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
- Maintains the Law Enforcement Management System (LEMS), enters data and generates reports. Operates WCIC and NCIC criminal data information systems. Maintains Uniform Crime Reports (UCR).
- Maintains NCIC data to include entering, editing, purging, and performing monthly audits.
- Maintains, trains and supervises all aspects of CJIS compliance for the City of Gaffney

Qualifications:

- (A) High school diploma or GED equivalent; and
- (B) Two (2) years of general office, communications, or records management experience, or
- (C) Any equivalent combination of education and experience
- (D) NCIC 40 hour certified or obtain within 3 months of employment

An application may be obtained at Gaffney City Hall, Second Floor
201 N. Limestone Street, Gaffney, SC 29340

or <http://getintogaffney.com/employment-application-form>

Applications must be completed in full and documents requested must be attached to be considered. Submission is accepted in person, via courier, or by email to ddyer@cityofgaffney-sc.gov by deadline noted above, March 21, 2018 by 5:00 p.m.

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER