

City of Gaffney Police Department



Job Posting: Records Duty Officer (Class III Police Officer)

Applications must be submitted by Friday, October 20, 2017 by 5:00 p.m.

General duties:

- Provide clerical and administrative support in law enforcement activities
- Conduct walk-in incident reports and record documents in the records management system
- Provide security to records office, lobby and court when necessary

Qualifications:

- High school diploma or GED equivalent
- Must be 21 years or older at time of employment
- Valid South Carolina driver's license or ability to obtain and completion of the SCCJA Class 3 certification within (1) one year of hire date
- No Felony convictions or disqualifying criminal history

Salary and Benefits:

- Class III certification salary ranging from \$26,966 to 33,708 annually (based on qualifications and applicable certifications).
- Excellent benefit package includes paid medical, dental, vision, life insurance, twelve (12) paid holidays, PTO accrual, Police Retirement enrollment, and more.

If additional information is needed, please contact Captain Mike Segina at (864) 489-8115.

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

or <http://www.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 or mail by deadline noted above, October 20, 2017 by 5:00 p.m.**

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER