



POSITION OPEN

POLICE RECORDS CLERK POLICE DEPARTMENT

Job Posting Date – January 3, 2024

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 \$31,852.00

Interested persons should submit an application to Lynn S. Smith, Human Resources Director at PO Box 1075, Conway, SC 29528 or applications@cityofconway.com. Applications may be obtained from Human Resources at 223 Main Street, Conway, SC 29526 or the SC Department of Employment & Workforce Center at 200-A Victory Lane, Conway, SC or downloaded from the City's website www.cityofconway.com. This position will remain open until filled.

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