

# City of Gaffney Police Department



## Job Posting: Class III Police Records Clerk

**Applications must be submitted by 5:00pm December 21, 2022.**

### Salary and Benefits:

- 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
- (E) Class 3 Certification or obtain within 6 months of employment

\*\*\*If additional information is needed, please contact HR Director, Carrie Smith at [csmith@cityofgaffney-sc.gov](mailto:csmith@cityofgaffney-sc.gov) .

Applications can be obtained online <https://www.cityofgaffney-sc.gov/171/Employment-Opportunities> or at Gaffney City Hall, 2<sup>nd</sup> Floor. You may attach any additional certifications.

The application must be completed in full before being submitted by email, in person, or by mail.

**Email:** [applications@cityofgaffney-sc.gov](mailto:applications@cityofgaffney-sc.gov)

**In person:** Gaffney City Hall, Second Floor, 201 N. Limestone Street, Gaffney, SC 29340

**Mailing address:** Gaffney City Hall Second Floor, P.O. Box 2109, Gaffney, SC 29342