

City of Gaffney Police Department



Job Posting: Administrative Specialist

Applications must be submitted by March 3, 2023 at 3:45pm.

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:

- Performs customer service functions.
- Provides administrative/secretarial support for department staff.
- Coordinates arrangements for various meetings.
- Serves as departmental human resources liaison.
- Performs data entry functions by keying data into computer system.
- Maintains file system of various files/records for the assigned area.
- Performs other related duties as required.

Qualifications:

- High school diploma or GED is required;
- Education supplemented by three (3) years of experience in clerical and administrative support, customer service, record management or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid South Carolina driver's license.
- May require possession and maintenance of valid State of South Carolina Notary Public certification

***If additional information is needed, please contact HR Director, Carrie Smith at csmith@cityofgaffney-sc.gov .

Applications can be obtained online at <https://www.cityofgaffney-sc.gov/171/Employment-Opportunities> or at Gaffney City Hall, 2nd 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

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