

CITY OF RINCON

POLICE CLERK

ABOUT US

The city of Rincon was once a small railroad town, and now thrives as a vital part of rapidly growing Effingham County with more than 10,000 residents. The city provides its residents with great service and its employees with great benefits. Interested in being part of our team? Apply today online at cityofrincon.com.

POSITION SUMMARY -

- Title: Police Clerk
- Reports to: Chief of Police
- Entry Salary: Grade 12 – Minimum \$15.74 an hour based on experience
- Benefits include paid medical & life insurance for the employee as well as a pension plan, as well as vacation and sick time.

The Police Clerk provides administrative support for the Chief of Police and other staff. Duties involve daily communications with co-workers, the public, and other state agencies and law enforcement agencies. Duties also include monthly state reporting, running criminal history reports taking payments, and GCIC and TAC updates as well as daily administrative activity such as answering phones, creating and updating spreadsheets, new employee set up, payroll functions, filing, ordering supplies and other duties as assigned.

POSITION REQUIREMENTS

- Must have some knowledge of the court/legal system. GCIC & TAC experience a plus.
- Must have experience with administrative duties
- Must have strong written and verbal communication skills
- Must have a pro-active self-starter personality. Must be able to work independently and have good problem-solving skills.

OTHER REQUIREMENTS

- High School Diploma or Equivalent
- Must have at least 4 years combined legal & administrative experience, and education/vocational training.
- Must have a valid driver's license
- Must have a clear background & be able to pass a drug-screening

SUPPLEMENTAL INFORMATION

The city of Rincon is an equal opportunity employer. This job description does not constitute an employment agreement, and is subject to change by the employer as the needs of the city and requirements of the job change.