

**BERKELEY COUNTY GOVERNMENT**

**JOB OPENING – EXTERNAL POSTING**

**COMMUNITY SERVICES OFFICER (DUTY CLERK) - PS101259**

**DEPARTMENT: SHERIFF'S OFFICE**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Deal courteously and professionally with the general public, both in person and by telephone. Prepare criminal incident reports and missing person's reports conforming to SLED requirements entering and retrieving crime information using NCIC/SLED CJICS terminal. Perform clerical functions including typing, indexing and filing of records and documents, checking and verifying records, preparing various reports, and other job duties as assigned. Monthly validations of NCIC entries, verifying that all records entered by the Berkeley County Sheriff's Office are accurate, timely and complete. Also oversees all missing person's entries, verifying their status, modifying entries and confirming the missing persons return with the complainant. Assist with SLED audits and FBI audits verifying all records prior to the audits and responding to the auditor's questions and concerns during the audit. Perform other duties as assigned.

**QUALIFICATIONS:**

High school graduate or equivalent and related experience required. NCIC certification preferred. Applicants should possess clerical skills including basic typing skills, filing, customer service, math, data entry and correct grammar usage.

Successful completion of NCIC certification process within six (6) months of employment.

**Computerized testing is required. Must be able to meet the minimum requirements for each test.**

Skilled in the operation of automated office equipment, including personal computer, NCIC computer, and multi-line telephone system.

Ability to keep very accurate records.

Good communication skills, both verbal and written.

Ability to follow oral and written instructions.

Ability to deal with stressful situations.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and abilities arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

Attends all required safety training, follows safety policies and procedures, and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

**This position is classified as non-exempt and reports directly to the Sheriff's Office.** Twelve hour shifts three or four days a week depending on bi-monthly work schedule. Scheduled hours/days subject to change which will include nights, weekends, and/or holidays.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Community Services Officer - Grade C07**  
**Entry Level Hourly Range: \$11.53 -\$13.26**

**Date of Posting: 02/05/2016**  
**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**ALL EMPLOYEES OF BERKELEY COUNTY GOVERNMENT ARE EMPLOYED ON AN "AT-WILL" BASIS WHICH MEANS THAT THE EMPLOYEE MAY DISCONTINUE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT BERKELEY COUNTY GOVERNMENT MAY DISCONTINUE THE EMPLOYMENT RELATIONSHIP ON THE SAME GROUNDS.**

**APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.**