



CITY OF NEWBERRY

S O U T H C A R O L I N A

HUMAN RESOURCES DEPARTMENT

Position: Receptionist / Administrative Assistant
Department: Police Department

Job Duties:

Performs administrative functions as related to general police work to support the enforcement of laws and ordinances. Work involves performing data entry, assisting citizens and officers, good communication skills, able to maintain confidentiality, maintaining files, and preparing various reports and records as needed. Other duties include, but are not limited to, answering the telephone, preparing background checks, providing copies of accident or incident reports upon request, accepting applications for parade permits and noise permits, etc., submitting purchase orders, preparing bank deposits and general office correspondence. Reports to the Lieutenant – Investigations.

Minimum Qualifications and Experience:

- Must demonstrate a high level of customer service and detail orientation.
- Requires an associate degree supplemented by one to two years of responsible administrative duties or related work experience; or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.
- All applicants must possess a valid South Carolina driver's license.

Application Deadline: October 21, 2020 at 5pm

Hourly Position: \$13.41 - \$16.43 per hour

Applications may be mailed to: City of Newberry, Attn: HR, P.O. Box 538, Newberry, SC 29108, emailed to hr@cityofnewberry.com or faxed to 803-321-3659. Applications may be obtained on the City's webpage at <https://www.cityofnewberry.com/careers> or by contacting Human Resources at 803-321-1000. Applicants may request an **application in-person at City Hall 1330 College Street, Newberry, SC 29018 between 8:30 a.m. and 5:00 p.m. Monday – Friday.**

The City of Newberry is an Equal Opportunity Employer ~ This organization is inclusive and diverse and encourages all people meeting the required qualifications to apply.

The City of Newberry is a vibrant, growing, municipality! We invest in our employees and encourage them to grow and develop in their positions and grow careers with the City. If you want a long-term opportunity within an exciting organization, this position may be for you.

“City of Friendly Folks”

Post Office Box 538 • Newberry, South Carolina 29108 • Phone (803) 321-1000 • FAX (803) 321-1003
www.cityofnewberry.com www.visitnewberry.com