

Job Posting Form – Municipal Association of SC

Job title

Police Officer

City/Town of

Town of Pamplico

Category

Police

Position hours

84 hours bi-weekly with rotating shifts and some work on weekends

Employee status

Full time

Job duties

List no more than three job duties in spaces below. Any over **three** will be dropped due to space constraints.

Description 1 of 3

To enforce the laws of the State of South Carolina, municipal codes of the Town of Pamplico and federal laws as they apply. Patrol assigned areas, including streets, parks, commercial and residential areas to preserve the peace and enforce the laws.

Job duty 2 of 3

Builds trust with residents and businesses in the Town of Pamplico. Responsible to calls for service and reports findings while taking appropriate actions to resolve issues. Assist or handles crime scene security, processing and documentation, conduct follow-up investigations and supports the prosecution of criminal cases.

Job duty 3 of 3

Appears and testifies in court regarding investigations. Serves warrants and subpoenas. Performs all other duties as assigned.

Qualifications

List qualifications in the spaces below – may include education, years of experience, certifications, specific areas of knowledge. Any over **three** will be dropped due to space constraints.

Qualification 1 of 3

Ability to make critical decisions and act on those decisions. Professionally communicates orally and in writing. Maintains a cooperative, courteous and professional working environment and relationships with others in person, electronically and by telephone. Ability to work in a timely manner with minimal supervision and careful attention to detail and maintains strict confidentiality of information as necessary.

Qualification 2 of 3

Ability to stand, walk, sit, run or perform other physical activity, including strenuous, for extended periods of

time; understand, comprehend and explain South Carolina state law, town ordinances, federal law and civil procedures; ability to drive a vehicle in stressful situations in a safe manner; and has the ability to use various tools including but not limited to firearms, radios, handcuffs, and computers.

Qualification 3 of 3

Minimum of 21 years of age; possess a high school diploma; have a valid South Carolina driver's license; pass a pre-employment background check and pre-employment drug screening. Applicants must be certified through the South Carolina Criminal Justice Academy as a class 1 officer.

Pay info

Uncertified officer pay \$15 per hour and certified officer pay \$16 per hour with state retirement and health insurance including dental and eye insurance.

How to apply

Applicants will need to contact the Town of Pamplico Personnel Department at 843-493-5551 or an application can be picked up at 180 East Main Street, Pamplico, SC 29583

Web link to the job description

<https://www.townofpamplico.com>

Deadline

11/18/2022

EOE Disclaimer

The Town of Pamplico is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, or national origin.

The following information will not be published with the job posting.

Main contact for this job posting

David Marshall Munn Mayor

Main contact's email

mayor@pamplico.org

Main contact's phone number

(843) 493-5551