

POSITION AVAILABLE
(Law Enforcement/Jail OD Clerk)

The Colleton County Sheriff's Office is accepting applications for the position of Law Enforcement/Jail OD Clerk. The successful candidate will be responsible for answering telephone calls, directing citizens to the proper department for assistance, fingerprinting citizens, and any additional support required by the department that they are assigned.

Applicant must have a high school diploma or GED. Customer service experience is a plus along with experience in computer use. Strong interpersonal communication skills are required. Pre-employment drug screen and a satisfactory background check are also required. Successful applicant must be able to work day, night, weekend, holidays and natural disasters.

Applications may be obtained at the Colleton County Sheriff's Office, which is located at 394 Mable T. Willis Blvd, Walterboro, SC 29488 or accessed on line at www.colletoncountysheriff.com . This position will remain open until filled. The Colleton County Sheriff's Office is an Equal Opportunity Employer.

GRADE: 6
HOURLY RATE OF PAY: \$12.03
FULL-TIME
SC RETIREMENT & SC STATE INSURANCE