City of Sumter

JOB ANNOUNCEMENT

Administrative Supervisor of Records
Police Department

Job Purpose: Supervises, plans, organizes and directs the complex administrative activities of the Records Division. Maintains general accounts, payroll, supplies and equipment purchasing; records, reports and files preparations; archives records to ensure division meets Federal and State guidelines; compiles record totals as submitted by State and Federal Agencies.

Minimum Qualifications: Associate's degree in Office Management and 3-5 years office experience; or any equivalent combination of training and experience.

Deadline to Apply: ***Open until filled***

Mail application from www.sumtersc.gov to:

City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150