

## Job Descriptions – Sorted by Department

Code	Job Title	Description	Department
1101	Council Chairman	Elected Official	Council
1102	Council Member	Elected Official	Council
1103	Council Vice Chairman	Elected Official	Council
1104	Clerk to Council	Performs a variety of administrative and secretarial duties for the council and individual members. Takes and transcribes minutes of regular and special meetings; prepares and distributes meeting agendas; and maintains records required by council.	Council
1201	Administrator/ Manager/Supervisor	Chief administrative officer of the jurisdiction appointed by council or elected directly by the population in the case of a county supervisor.	Administration
1202	Asst. Administrator/ Manager	Assists the administrator/manager in the day-to-day conduct of organizational business affairs. May be assigned responsibility for the supervision or coordination of several departments or functional areas.	Administration
1203	Asst. to the Administrator/ Manager	Provides highly responsible and complex administrative and managerial assistance to the administrator/manager. Acts as a liaison between the administrator/manager and professional support staff throughout the county to gather information, share ideas, and provide resources to department managers and staff.	Administration
1211	Grants Administrator/ Manager	Responsible for identifying, seeking out, and applying for appropriate federal and state grants and administering grant funding in accordance with applicable standards, regulations, and guidelines. Requires working with department heads and other staff to identify potential grant projects.	Administration
1212	Public Information Officer	Under limited supervision prepares information for news releases and various publications for the media and public in order to keep residents informed of county activities.	Administration
1204	Switchboard Operator/ Receptionist	Operates single or multi-telephone switchboard and greets visitors. Determines nature of business and refers calls/visitors to appropriate persons in the organization. Provides information to the general public.	General Support (any Department)
1205	Customer Service Representative	Receives and responds to concerns, complaints, inquiries, and requests from the general public and others having dealings with the county.	General Support (any Department)
1206	Clerk I	Performs general clerical and typing tasks.	General Support (any Department)
1207	Clerk II	Performs varied clerical and typing tasks.	General Support (any Department)
1208	Secretary	Performs routine secretarial and advanced clerical duties.	General Support (any Department)
1209	Senior Secretary	Performs highest level of secretarial duties in the organization, relieving upper level managers of routine administrative tasks and duties.	General Support (any Department)
1210	Administrative Officer/Asst.	Staff assistant to upper level management personnel, commissions, or boards. Normally responsible for some internal departmental administration. EXCLUDES JOBS WHICH ARE PRIMARILY SECRETARIAL IN NATURE.	General Support (any Department)
1301	Personnel Director	Plans, organizes, develops, and directs the administration of all personnel policies, procedures, and programs.	Human Resources

Code	Job Title	Description	Department
1302	Personnel Analyst	Performs/coordinates a variety of routine and complex administrative, technical, and professional work in administering various components of the personnel system including job analysis, compensation analysis, applicant screening, examination, selection, employee relations, and/or training.	Human Resources
1303	Personnel Asst.	Assists with administering various components of the personnel system including job analysis, compensation analysis, applicant screening, examination, selection, employee relations, and/or training.	Human Resources
1304	Benefits Coordinator	Administers and monitors the county's employee insurance and retirement programs. Coordinates open enrollment. Provides assistance, paperwork and advice to county employees regarding insurance, retirement, and other employment benefits.	Human Resources
1401	Account Clerk	Performs simple bookkeeping duties such as receiving fees or payments; preparing receipts; posting data to transaction sheets; verifying mathematical accuracy; matching vouchers with accounts; etc.	Tax and Finance
1402	Senior Account Clerk	Responsible for maintaining journals, general and subsidiary ledgers, reconciliations and payment of invoices, and/or related accounting tasks of equivalent complexity. May supervise one or more account clerks.	Tax and Finance
1403	Payroll Clerk	Calculates earnings from time sheets; computes payroll deductions (taxes, benefits, etc.); traces and corrects errors in payroll listings; and assists in the preparation of periodic summary reports.	Tax and Finance
1404	Finance Director	Responsible for planning/coordinating/directing financial management activities of the county, which may include budget preparation, budget control, debt management, investments, cash controls, and general accounting.	Tax and Finance
1405	Finance/Purchasing Director	Responsible for planning/coordinating/directing financial management activities of the county, which may include budget preparation, budget control, debt management, investments, cash controls, and general accounting. Also responsible for the procurement/purchase of a wide variety of goods and services.	Tax and Finance
1406	Controller	Responsible for ensuring the financial security of the county by establishing financial policies, procedures, controls, and reporting systems. Ensures legal and regulatory compliance for all accounting and financial reporting functions. Also may provide advice on major economic objectives and policies for the county.	Tax and Finance
1407	Risk Manager	Maintains, reconciles, and evaluates all insurance coverages and claims. Coordinates liability and insurance coverages on properties, assets, and bonds according to county policies. Coordinates settlements of insurance claims and conducts safety programs and inspections.	Tax and Finance
1408	Accountant	Performs professional accounting duties relating to creating and maintaining accounting records and systems. Analyzes financial transactions and develops financial reports.	Tax and Finance
1409	Budget Officer/Analyst	Responsible for reviewing and analyzing budget requests and developing policy alternatives for assigned agencies and funds; developing, analyzing, managing, and executing budget recommendations, appropriations, and allocations; preparing budget management and expenditure reports; and planning and coordinating analysis of policy and budgetary initiatives.	Tax and Finance

Code	Job Title	Description	Department
1410	Purchasing Director	Responsible for the procurement/purchase of a wide variety of goods and services. Publishes procurement policies and procedures. Advertises for bids and awards contracts. May organize and direct inventory supply and property management activities.	Tax and Finance
1411	Buyer/Purchasing Agent	Responsible for the procurement of readily available, off-the-shelf items. Obtains/maintains data regarding vendors' prices, quantities, and availability. May prepare specifications, requests for proposals, and related technical items.	Tax and Finance
1412	Purchasing Asst.	Performs clerical and some technical tasks relating to the purchase of supplies, equipment, and services. Prepares purchase orders from user requisitions; maintains records of item prices; computes discounts; and records deliveries.	Tax and Finance
1413	Internal Auditor	Oversees and performs internal audits and evaluations to ensure county operations and programs are consistent with established goals, plans, policies, and procedures.	Tax and Finance
1414	County Treasurer	Elected or appointed official. The reported salary excludes the state salary supplement. Responsible for the collection of real and personal property taxes.	Tax and Finance
1415	Asst./Deputy County Treasurer	As the principal assistant to the county treasurer, assists in planning and coordinating the operations of the county treasurer's office. Acts for the treasurer in his/her absence.	Tax and Finance
1416	Senior Tax Clerk	Performs complex clerical, technical, and first line supervisory duties. This may include researching property ownership; maintaining and updating various tax records; processing taxpayer requests and applications; receiving taxes and fees; posting amounts; etc.	Tax and Finance
1417	Tax Clerk	Performs a variety of routine clerical duties relating to the tax function (in the office of the assessor, auditor, or treasurer).	Tax and Finance
1418	County Tax Collector	Manages the county's delinquent tax collection program. This involves planning of work for staff; conferring with public concerning complaints; coordinating/overseeing advertising of property for sale; and preparing levies and garnishments.	Tax and Finance
1419	County Tax Field Agent	Calls on delinquent taxpayers; maintains records of taxes collected; assists in sale of property for non-payment of taxes; serves seizure and other tax notices; and works with banks to determine the status of delinquent tax accounts.	Tax and Finance
1420	County Auditor	Elected Official. Salary excludes state salary supplement. Calculates millage to satisfy annual budget requirements and prepares tax bills.	Tax and Finance
1421	Asst./Deputy County Auditor	As the principal assistant to the county auditor, performs administrative, supervisory, and technical duties relating to the taxing of real property and department operations.	Tax and Finance
1422	County Assessor	Responsible for the appraising and listing of all real property in the county. Plans, organizes, coordinates, and directs the appraisal and assessment of real property in accordance with state law and county policy. Supervises the departmental staff of appraisers, administrative, technical, and clerical employees to ensure accurate and timely completion of duties.	Tax and Finance
1423	Asst./Deputy County Assessor	Principal assistant to the county assessor. Performs administrative, supervisory, and technical duties relating to appraisals, classifications, and assessment functions.	Tax and Finance
1424	Senior Field Appraiser	Principal function is to perform complex property appraisals. Analyzes real estate records and transactions. May train and supervise lower level appraisers.	Tax and Finance

Code	Job Title	Description	Department
1425	Appraiser	Assists in appraising real property for tax purposes. May assist in analyzing real estate records and transactions and related tasks. May include trainee positions.	Tax and Finance
1426	Chief Mapper/Draftsman	Performs more complex aspects of mapper I and II positions and supervises lower level mappers.	Tax and Finance
1427	Drafter II/Mapper II (Cadastral)	Maintains updated mapping system for tax purposes through deeds, wills, plats, and surveys. Does title searches from county records and produces blue line copy of tax maps and aerial photos. Prepares property maps according to inking specifications.	Tax and Finance
1428	Drafter I/Mapper I (Cadastral)	Under direct supervision traces or draws property lines on tax map sheets. Involves some work with legal documents such as title transfers, deeds, etc.	Tax and Finance
1501	Computer Services/MIS Director	Directs and supervises the activities and functions of the computer services/information technology/information systems department.	Information Systems and Technology
1502	Senior Programmer Analyst	Under limited supervision performs various programming and other computer-related activities such as systems operations, solving computer-related problems, developing or modifying applications, and training/assisting users.	Information Systems and Technology
1503	Programmer Analyst	Under general supervision performs various programming and other computer-related activities.	Information Systems and Technology
1504	Network Administrator	Oversees the technical work necessary to design, install, and support the local area network. Work can include installing computer hardware, software, and cabling, as well as other related activities.	Information Systems and Technology
1505	Data Processing Manager	Supervises the activities and functions of the data processing department/office as required to develop and maintain effective and efficient operations.	Information Systems and Technology
1506	Data Processing Operator I	Under close supervision makes simple repetitive data entries through terminal or computer keyboard. May verify data entry with source documents.	Information Systems and Technology
1507	Data Processing Operator II	Enters and verifies data through computer terminal requiring some degree of independent judgment in coding data from various source documents.	Information Systems and Technology
1508	GIS Director/Administrator/GIO	Coordinates all GIS activities within the County, develops policies, procures services, administers contracts, and manages enterprise operations.	Information Systems and Technology
1509	GIS Database Administrator	Develops and sustains the enterprise GIS database. Implements data models and procedures commensurate with GIS functions throughout the County.	Information Systems and Technology
1510	GIS Manager	Provides direction in an individual County department for GIS activities, manages projects, and may supervise GIS Technicians.	Information Systems and Technology
1511	Senior GIS Analyst/GIS Analyst II	Performs complex analyses, manages projects, is instrumental in GIS database management and development, and may provide direction to analysts and technicians.	Information Systems and Technology
1512	GIS Analyst/Specialist	Performs spatial analysis, conducts small projects, edits GIS data, and provides technical support.	Information Systems and Technology
1513	GIS Technician II	Converts, collects, and edits spatial data. Performs layer updates and produces map products.	Information Systems and Technology

Code	Job Title	Description	Department
1514	GIS Technician I	Under supervision, converts, collects, and edits spatial data. Performs layer updates and produces map products.	Information Systems and Technology
1601	Animal Control Director	Under the supervision of the county chief administrative officer directs the enforcement of animal control ordinances and operations of the animal shelter.	Animal/Litter Control
1602	Animal Control Supervisor	Under the supervision of the animal control director supervises and oversees the day-to-day operations of the division.	Animal/Litter Control
1603	Animal Control Officer	Under general supervision enforces animal control ordinances and captures and transports stray animals to the shelter. May perform duties relating to the operation and maintenance of the animal shelter.	Animal/Litter Control
1604	Animal Control Attendant	Assists in the general operation of the animal shelter. Duties may include maintaining records, caring for and feeding animals, and maintaining and cleaning facilities. May assist in the capture of stray animals.	Animal/Litter Control
1605	Animal Control and Litter Enforce Director	Under the supervision of the county chief administrative officer directs the enforcement of animal control ordinances and operations of the animal shelter.	Animal/Litter Control
1606	Animal Control/Litter Enforce Officer	Under general supervision enforces animal control ordinances and captures and transports stray animals to the shelter. May perform duties relating to the operation and maintenance of the animal shelter.	Animal/Litter Control
1607	Litter Enforcement Officer	Under general supervision enforces the ordinances, regulations, etc. pertaining to solid waste collection, transportation, and disposal. Investigates illegal dumping and cites offenders.	Animal/Litter Control
1608	Codes Enforcement Officer	Enforces a variety of specific codes on public and private property that may include building, animal control, land use/zoning, nuisance, etc. May operate under one or more county departments.	Animal/Litter Control
1701	Building Codes Administrator/Director	Plans and coordinates the building codes enforcement program. Supervises the inspection of buildings and premises for compliance with building codes and ordinances.	Planning and Zoning
1702	Building Codes Administrator/Inspector	Plans and coordinates the building codes enforcement program. Inspects buildings and premises for compliance with building codes and ordinances.	Planning and Zoning
1703	Building Inspector	Inspects buildings and premises for compliance with building codes and ordinances.	Planning and Zoning
1704	Planning and Development Director	Performs administrative and managerial work planning, directing, and organizing the division's activities and programs, which may include reviewing and approving land use proposals and plans; code amendments; process changes and improvements; land use case processing; long range planning; and code enforcement.	Planning and Zoning
1705	Planning and Development Asst. Director	Performs complex administrative and managerial work as the principal assistant to the planning and development director.	Planning and Zoning
1706	Senior Planner	Performs more complex and varied professional planning assignments with limited supervision.	Planning and Zoning

Code	Job Title	Description	Department
1707	Planner	Performs a variety of professional and technical duties related to land use development and/or zoning compliance and enforcement. Reviews the issuance of building and zoning permits, proposed plats, and rezoning and variance requests among other land use related issues to ensure compliance with all applicable county, state, and/or federal regulations. Enforces and assists with the updating of the county's comprehensive plan and the zoning and subdivision ordinances.	Planning and Zoning
1801	Master-In-Equity	Conducts hearings and determines equitable cases and controversies such as foreclosures, mechanics and other liens, and partitions of real property.	Court
1802	County Attorney	Responsible for the legal activities of the county. Provides legal advice and assistance to council, administrator, and departments.	Court
1803	Asst. County Attorney	Assists the county attorney in legal research, rendering of legal opinions for council/administration review, and preparation of suit papers and other general administrative functions relating to county legal matters.	Court
1804	Public Defender	Serves as department head and primary public defender. Responsible for the coordination, scheduling, and representation of cases in a county-wide court system. May personally represent defendants in major/capital cases.	Court
1805	Deputy Public Defender	Principal assistant to the public defender. Defends indigent clients from time of incarceration through sentencing and appeals process.	Court
1806	Asst. Public Defender	Provides legal representation, advice, and assistance to indigent persons charged with criminal activity. Normally assigned less complicated cases.	Court
1807	Deputy Solicitor	As the principal assistant to the solicitor, is responsible for the general administration of the office. Work includes trial preparation and prosecution of more complex criminal cases or sensitive/special emphasis cases such as juvenile/child abuse/neglect.	Court
1808	Asst. Solicitor	Prosecutes criminal cases for the state in general sessions court. Does related legal research in the preparation of cases for trial. Conducts pre-trial conferences and interviews with victims, witnesses, and law enforcement personnel.	Court
1809	Paralegal	Researches and analyzes law sources such as statutes, recorded judicial decisions, and legal articles to prepare legal documents such as briefs, pleadings, appeals, contracts, and deeds for review, approval, and use by an attorney.	Court
1810	Investigator (Solicitor/Public Defender)	Performs criminal investigative work necessary for preparation of cases for court. Serves subpoenas; gathers evidence; takes statements from witnesses; researches various court records as required; and testifies in court.	Court
1811	Chief Magistrate	Performs a variety of judicial functions as established by South Carolina law.	Court
1812	Magistrate	Performs under the direction of the chief magistrate as provided for under South Carolina law.	Court
1813	Ministerial Magistrate	Issues criminal warrants; approves and accepts written bonds in criminal matters or, in lieu of written bonds, approves and accepts cash bonds; orders the release of prisoners when proper and adequate bonds have been duly posted; etc.	Court
1814	Court Administrator	Responsibilities may include records management, case flow management, jury management, managing budget and accounting functions, public relations, and personnel management.	Court

Code	Job Title	Description	Department
1815	Clerk Of Court	Elected Official	Court
1816	Asst./Chief Deputy Clerk Of Court	As the principal assistant to the clerk of court, assists in the coordination and supervision of day to day activities and/or may supervise one or more major functions (family court, court records, etc.).	Court
1817	Senior Deputy Clerk Of Court	Performs administrative, supervisory, and some complex clerical functions in the court system. Frequently is responsible to the clerk of court for the operation of a specific court section or division such as family court, general sessions, etc.	Court
1818	Deputy Clerk Of Court	Performs semi-routine, clerical/secretarial tasks. May include maintaining summons and complaint files; recording sentences on indictments; maintaining lists of jurors/witnesses; keeping industrial bond book; and supervising lower grade clerical staff.	Court
1819	Hearing Reporter	Primarily responsible for the taking, recording, and transcribing of a verbatim record of court proceedings. Also may perform general secretarial duties; take and transcribe office communications; prepare trial dockets; maintain list of prospective jurors; etc.	Court
1820	Senior Court Clerk	Performs routine and semi-routine clerical duties in the court system. Maintains a variety of records, registers, and files requiring some follow-up action to keep records current.	Court
1821	Court Clerk	Performs routine clerical duties associated with court functions. May receive court ordered payments, prepare receipts, and file documents in simple alpha/numeric order.	Court
1822	Register Of Deeds	Directs and supervises the function of maintaining records of the conveyance of real estate deeds, mortgages, mechanic liens, powers of attorney, assignment and satisfaction of mortgages, and other instruments relating to ownership of property.	Court
1823	Deputy/Asst. Register Of Deeds	As the principal assistant to the register of deeds, assists in the supervision of day to day functions of the RoD office. May perform advanced clerical functions of the RoD office and may act for the RoD in his/her absence.	Court
1824	Rod Recording Clerk	Performs entry-level clerical duties in the register of deeds office.	Court
1825	Rod Recording Clerk - Senior	As a senior recording clerk in the register of deeds office, provides lead work in accepting legal documents for recording and then processing the execution of such documents.	Court
1826	Probate Judge	Elected Official	Court
1827	Deputy/Associate Probate Judge	Performs specialized administrative duties assisting the probate judge in the operation of the court. Serves as probate judge in his/her absence. May supervise part or all of the clerical staff.	Court
1828	Clerk Of Probate Court	As chief clerk supervises the following: receiving and processing of petitions; opening and closing of estates; directing indexing/filing of court records; and issuing/recording marriage licenses. Also carries out other clerical duties assigned by the probate judge.	Court
1829	Records Clerk (Probate)	Performs specialized but routine clerical work to include researching and copying files for the general public, proofing and correcting all records, and putting records in numerical order for filing.	Court
1830	Victim/Witness Coordinator/Manager	Oversees, directs, and supervises the county's program for providing assistance to victims and witnesses of crimes.	Court
1831	Victim/Witness Advocate	Provides the public with a better understanding of the criminal justice system, court procedures, state criminal codes, and individual rights and responsibilities as victims and witnesses of crimes.	Court
1901	Sheriff	As the chief law enforcement officer of the county, plans and directs the activities of the sheriff's department.	Sheriff and Corrections



Code	Job Title	Description	Department
1902	Chief Deputy Sheriff	As the principal assistant to the sheriff, performs supervisory, technical, and administrative functions relating to law enforcement operations within the county. Acts on behalf of the sheriff in her/his absence.	Sheriff and Corrections
1903	Administrative Officer (Law Enforcement)	Plans and directs the administrative activities of the department. Areas of responsibility may include: budget preparation/management, records management, drafting/coordinating departmental policies, maintaining personnel related files/attendance records, etc.	Sheriff and Corrections
1904	Records Clerk (Sheriff)	Under general supervision, maintains a wide variety of records related to the sheriff's office, which may include case files, warrants, incident reports and arrest data.	Sheriff and Corrections
1905	Training Officer (Law Enforcement)	Senior law enforcement officer charged with the full-time responsibility of the planning, management, and supervision of all in-service training programs. Coordinates all activities relating to Academy training of officers and related functions.	Sheriff and Corrections
1906	Uniform Patrol Commander/Training Officer	Plans, coordinates, and commands the activities of the uniform patrol division, company, or platoon of the county. This includes supervising all in-service training programs, coordinating all activities relating to Academy training of officers, and related functions.	Sheriff and Corrections
1907	Uniform Patrol Commander	Plans, coordinates, and commands the activities of the uniform patrol division, company, or platoon of the county. Normally supervises two or more uniform patrol shifts.	Sheriff and Corrections
1908	Uniform Patrol Shift Commander/Supv.	Exercises command or supervision of a uniform patrol shift or platoon.	Sheriff and Corrections
1909	Uniform Patrol Asst. Shift Commander/Supv.	Assists the uniform patrol shift commander in the supervision of the patrol shift. Assumes command of the shift in the absence of the shift commander.	Sheriff and Corrections
1910	Uniform Patrol Officer II	Performs more advanced police officer work in the prevention of crime and enforcement of laws. May train/coach entry level officers. Requires certification by the State Criminal Justice Academy and several years of law enforcement experience.	Sheriff and Corrections
1911	Uniform Patrol Officer I	Performs general police officer work in the prevention of crime and enforcement of laws. This may include patrolling in an assigned area, handling traffic control, and investigating traffic accidents.	Sheriff and Corrections
1912	Chief Of Detectives	Directs and supervises the activities and personnel of the detective division.	Sheriff and Corrections
1913	Senior Detective	Conducts criminal investigations relating to more complex or serious cases. May exercise supervisory responsibility over a team or squad of detectives. May act for the chief of detectives in his/her absence.	Sheriff and Corrections
1914	Detective	Conducts criminal investigations.	Sheriff and Corrections
1915	Narcotics Investigator	Under general supervision performs various narcotics investigations and related law enforcement duties. Duties frequently require individual to perform covert investigations.	Sheriff and Corrections
1916	Identification Officer	The senior law enforcement officer involved with the collection, examination, and preservation of evidence and maintenance of related records.	Sheriff and Corrections
1917	Detention Center Director	Responsible for the overall management, operation, and supervision of the detention facility. Some major responsibilities include establishing policies governing personnel and inmate behavior, preparing the departmental budget, and providing concise records on incidents in the facility.	Sheriff and Corrections



Code	Job Title	Description	Department
1918	Asst. Detention Center Director	As the principal assistant to the detention center director, performs those administrative, operational, and supervisory duties assigned by the director.	Sheriff and Corrections
1919	Food Service Supervisor (Detention Ctr.)	Supervises meal preparation and menu planning; maintains kitchen area; and orders foodstuffs and kitchen supplies.	Sheriff and Corrections
1920	Registered Nurse (Detention Ctr.)	Performs professional nursing duties involved in the care/treatment of patients in the detention facility. Responsibilities may include maintaining individual inmate health records; administering prescribed medication; ordering medical supplies; and maintaining medical inventories.	Sheriff and Corrections
1921	Detention Center Shift Supervisor	Supervises the operations of the detention facility secure area during an assigned shift and may assume responsibility of the facility during the absence of the facility director and assistant director.	Sheriff and Corrections
1922	Detention Center Asst. Shift Supervisor	May perform a combination of first line supervisory and regular detention officer functions. Assumes role of supervisor during the absence of the shift supervisor.	Sheriff and Corrections
1923	Detention Officer II	With a slightly higher level of responsibility than the detention officer I, performs a variety of routine and specialized work in the care and custody of inmates. Maintains order and discipline among inmates and handles difficult and emergency situations. May perform duties such as booking, searching and releasing inmates, and maintaining security in all areas of the detention center.	Sheriff and Corrections
1924	Detention Officer I	Performs a variety of routine and specialized work in the care and custody of inmates. Maintains order and discipline among inmates and handles difficult and emergency situations. May perform duties such as booking, searching and releasing inmates. Normally works under close supervision.	Sheriff and Corrections
1925	County Coroner	Elected Official. Investigates traumatic deaths or unexpected deaths; provides autopsy and reports to agencies and next of kin; makes the final determination as to the manner of death; conducts inquests; acts as a central repository for death records; issues burial, cremation and transportation permits.	Sheriff and Corrections
1926	Asst. County Coroner	Assists the county coroner in administering office operations; investigates violent and unusual deaths; notifies deceased's next of kin; secures personal effects of deceased; and completes death certificates.	Sheriff and Corrections
2001	Fire Chief	Plans, organizes, and directs the activities and personnel of the fire department.	Emergency Services
2002	Asst. Fire Chief	Under limited supervision assists in planning, organizing, and directing the activities and personnel of the fire department.	Emergency Services
2003	Training Officer/Asst. Chief	Under general supervision develops, implements, and coordinates training activities and programs for fire department personnel.	Emergency Services
2004	Fire Lieutenant/Officer	Under general supervision, leads a company to control and extinguish fires, protects life and property, and maintains county fire equipment.	Emergency Services
2005	Firefighter	Under general supervision controls and extinguishes fires, protects life and property, and maintains county fire equipment.	Emergency Services
2006	Emergency Medical Services Director	Plans, organizes, and directs the operation of the pre-hospital emergency medical services program.	Emergency Services

Code	Job Title	Description	Department
2007	EMT/Paramedic Crew Leader	Responsible for the supervision of an assigned crew member or crew members and the operation of an ambulance vehicle during the assigned shift. Performs various tasks such as writing and reviewing reports of crew members; inspecting and maintaining equipment; providing patient care; and providing rescue, extrication, and transportation services.	Emergency Services
2008	Emergency Medical Tech-Paramedic	Performs advanced level duties providing emergency care to the injured or ill. May supervise lower grade EMTs. Must be certified by DHEC as an EMT-Paramedic.	Emergency Services
2009	Emergency Medical Tech-Intermediate	Performs intermediate level duties providing emergency care to the injured or ill. May supervise lower grade EMTs. Must be certified by DHEC as an EMT-Intermediate.	Emergency Services
2010	Emergency Medical Tech-Basic	Performs entry level duties providing basic emergency care to the injured or ill. Works under direct supervision of the senior EMT. Must be certified by DHEC as an EMT-Basic.	Emergency Services
2011	Communications/Dispatch Center Director	Supervises and directs the functions of the communications/dispatch center. This position is normally found in combined centers which dispatch for two or more emergency agencies with a combined staff of ten or more dispatchers.	Emergency Services
2012	Communications/Dispatch Shift Supervisor	Supervises shift activities of the communications/dispatch section. Duties may include conducting on-the-job training, maintaining and reviewing all records, ensuring calls are handled in a timely manner, and operating equipment when needed.	Emergency Services
2013	Dispatcher	Operates radio, telephone, and teletype. Receives and processes requests for services from the public concerning crimes or emergencies; dispatches vehicles/personnel as needed; and records times, assignments, and data related to the nature of the call.	Emergency Services
2014	E 9-1-1 Coordinator	Responsible for the overall operation of the E 9-1-1 system to include administration, training, and public education. Serves as liaison with other agencies and governments in ensuring the smooth operation of the system.	Emergency Services
2015	E 9-1-1 Maintenance Technician	Performs technical and clerical duties relating to maintenance of the E 9-1-1 database.	Emergency Services
2016	Emergency Preparedness Director	Plans, organizes, and coordinates the county's civil emergency preparedness program.	Emergency Services
2017	Emergency Preparedness Asst. Director	Assists the director in planning, organizing, and coordinating the county's civil emergency preparedness program.	Emergency Services
2018	Emergency Mgt./Homeland Security Specialist	Participates in the development, maintenance, and testing of a comprehensive, all-hazard emergency management program for the county and community. Researches, prepares, and submits various emergency management and homeland security grant applications for local, state, and federal funding. Reviews and updates the county's emergency operation plans to conform to state and federal requirements. May conduct emergency management classes and workshops for both civilian and response personnel.	Emergency Services
2101	Solid Waste Director	Plans, directs, and administers the county's residential and commercial solid waste collection process, recycling activities, landfill disposal system, and litter control activities. Assures compliance with local, state, and federal rules, regulations, and laws and performs other duties as required.	Solid Waste

Code	Job Title	Description	Department
2102	Asst. Solid Waste Director	Assists the solid waste director in implementing the county's litter control and refuse collection and disposal programs. May supervise the operations of one or more working units (landfills, green box unit, etc.).	Solid Waste
2103	Landfill Supervisor	Oversees the operation of a sanitary landfill. Responsibilities include supervising the disposal of all types of solid waste; overseeing the excavation of dumping pits and the placement of trash and garbage; and supervising the maintenance of heavy equipment.	Solid Waste
2104	Container Supervisor (Green Box)	Plans, directs, and coordinates the county's green box container refuse collection and transportation program.	Solid Waste
2105	Recycling Coordinator	Oversees and coordinates county recycling programs. Responsible for extensive public relations for recycling awareness.	Solid Waste
2106	Landfill Attendant	Under general supervision performs routine security duties at a landfill gate. May maintain records of all vehicles entering the landfill, collect fees/tickets, issue receipts, and inspect contents of trucks or trailers prior to dumping.	Solid Waste
2107	Convenience Center Attendant	Performs a variety of semi-skilled and skilled work in the operation of a manned convenience center for the disposal of household garbage and the collection of recyclable materials.	Solid Waste
2201	Public Works Dir./ County Engineer	Plans, organizes, and directs public works functions (including both ROADS/BRIDGES and SOLID WASTE/SANITATION). Also may include litter enforcement, utilities, vehicle maintenance, and other related functions.	Public Works/Roads
2202	Public Works Asst. Director	As the principal assistant to the public works director, performs administrative, technical, and supervisory functions relating to the planning and operations of roads/bridges and solid waste/sanitation projects.	Public Works/Roads
2203	Roads and Bridges Dir./County Engineer	Plans, organizes, and directs projects related to the construction, patching, resurfacing, repairing, and excavating of roads, bridges, and related structures.	Public Works/Roads
2204	Roads and Bridges Asst. Director	As the principal assistant to the roads and bridges director, performs administrative, technical, and supervisory functions related to overall departmental operations.	Public Works/Roads
2205	Road Maintenance General Foreman/Supv.	Provides on-site supervision of road maintenance, construction, and related public works operations of a large work force of equipment operators and laborers. Normally schedules personnel and equipment by priorities for a number of on-going projects.	Public Works/Roads
2206	Public Works Foreman	Plans and oversees the work of a crew of equipment operators or laborers. Functions may include occasional performance of more complex work tasks in addition to supervisory duties.	Public Works/Roads
2207	Laborer	Performs simple routine and unskilled manual work requiring little or no training or experience.	Public Works/Roads
2208	Lead Laborer	Working leader of a small team of laborers. Performs similar/same type work as other team members. Supervisory responsibility is usually limited in scope.	Public Works/Roads
2209	Light Motor Equipment Operator	Operates light equipment and performs other duties as assigned.	Public Works/Roads
2210	Medium Motor Equipment Operator	Operates medium/specialized equipment and may occasionally operate lighter equipment, service equipment, and make minor emergency repairs.	Public Works/Roads
2211	Heavy Motor Equipment Operator	Operates heavy equipment and may occasionally operate lighter equipment, service equipment, and make minor emergency repairs.	Public Works/Roads

Code	Job Title	Description	Department
2212	Building Maintenance Superintendent	Under administrative guidance provides overall direction and supervision for the maintenance and upkeep of buildings and grounds.	Public Works/Roads
2213	Bldg. Maintenance/Custodian Supv.	Under administrative guidance provides overall direction and supervision for the maintenance and upkeep of buildings and grounds. Supervises custodians and performs cleaning and maintenance tasks. Monitors machinery and may make minor building repairs.	Public Works/Roads
2214	Building Maintenance Worker II	Performs and may oversee a wide variety of building maintenance functions. Performs skilled work involving knowledge of carpentry, painting, masonry, and plumbing. May perform work related to the maintenance of building machinery.	Public Works/Roads
2215	Building Maintenance Worker I	Performs a wide variety of semi-skilled building maintenance duties. Requires some knowledge in the use of tools, carpentry, painting, masonry, and plumbing. May perform or assist with work related to the maintenance of building machinery.	Public Works/Roads
2216	Custodian Supervisor	Supervises custodians and performs cleaning and maintenance tasks. Monitors machinery and may make minor building repairs.	Public Works/Roads
2217	Custodian	Performs routine building cleaning tasks and may perform simple unskilled building maintenance tasks and other related duties.	Public Works/Roads
2301	Vehicle Maintenance Superintendent/Dir.	Performs administrative and management duties relating to planning, scheduling, and directing the operation of a fleet maintenance garage and related facilities and functions.	Fleet Maintenance
2302	Vehicle Maintenance Foreman/Supervisor	Performs skilled supervisory work in the maintenance and repair of vehicles and motorized equipment. Responsible for overall shop supervision.	Fleet Maintenance
2303	Automotive Parts Manager	Responsible for the acquisition, storage, and issuance of automotive and related equipment, parts, special tools, and related items necessary to the operation of the automotive garage.	Fleet Maintenance
2304	Automotive/Truck Mechanic I	Performs semi-skilled work in the maintenance and repair of vehicles and motorized equipment.	Fleet Maintenance
2305	Automotive/Truck Mechanic II	Performs skilled work in the maintenance and repair of vehicles and motorized equipment.	Fleet Maintenance
2306	Diesel Mechanic	Performs skilled mechanical diagnoses, repairs, and maintenance on diversified fleet of diesel vehicles and equipment, much of which includes heavy specialized off-the-road equipment.	Fleet Maintenance
2401	Airport Director	Oversees, directs, and supervises operation of the county airport(s). Manages short-term and long-term planning as well as the daily activities and functions of the airport facility, staff, and property.	Airport
2501	Registration/Elections Director	Directs and manages the operations and staff of the county's registration and elections office.	Registration and Elections
2502	Registration/Elections Asst. Director	Assists with directing and managing the operations and staff of the county's registration and elections office.	Registration and Elections
2503	Registration/Elections Clerk	Assists with voter registration and elections activities in the county.	Registration and Elections
2504	Registration/Elections Senior Clerk	Helps coordinate voter registration and elections activities in the county.	Registration and Elections
2505	Registration Director	Directs and manages the operations and staff of the county's voter registration office.	Registration and Elections

Code	Job Title	Description	Department
2506	Registration Clerk	Assists with voter registration efforts in the county.	Registration and Elections
2507	Registration Senior Clerk	Helps coordinate voter registration efforts in the county.	Registration and Elections
2508	Elections Director	Directs and manages the operations and staff of the county's elections office.	Registration and Elections
2601	Veterans Affairs Officer/Director	Assists veterans and their dependents in determining their basic eligibility and conditions of entitlement for all benefits governed. Assists in the preparation of applications and submission of cases to the VA regional office.	Veterans Affairs
2602	Veterans Affairs Asst. Officer/Director	As the principal assistant to the veterans' affairs officer/director, performs various administrative functions and supervises office clerical staff.	Veterans Affairs
2603	Veterans Affairs Service Rep II	Similar to service representative I, but handles more complex cases and may perform some supervisory functions.	Veterans Affairs
2604	Veterans Affairs Service Rep I	Performs routine and standardized investigative and verification duties working with clients to establish eligibility for benefits or assistance. Work is reviewed by supervisor for final decision.	Veterans Affairs
2701	Library Director	Responsible for planning, directing, and administering all activities of the county library.	Cultural (Parks and Library)
2702	Asst. Library Director	As the principal assistant to the library director, performs administrative, supervisory, and professional duties relating to the operation of the county library system.	Cultural (Parks and Library)
2703	Librarian	Performs professional library work usually independently and unassisted. Requires a Masters of Library Science.	Cultural (Parks and Library)
2704	Library Asst.	Performs routine clerical tasks such as typing, filing, and record keeping relating to the operations of the county library system.	Cultural (Parks and Library)
2705	Parks and Recreation Director	Plans, organizes, and administers the county's parks and recreation program.	Cultural (Parks and Library)
2706	Museum Director	Professional position that is responsible for the daily administration and operation of the museum, program development including a genealogy library program, collection management and conservation, and achievement of performance measures and goals established by the Board of Directors.	Cultural (Parks and Library)
2707	Park Attendant	Under supervision, assists with park programs and recreations programs. May include clerical and customer support, rules and regulations enforcement, maintenance and sanitation work, and park patrol.	Cultural (Parks and Library)
2801	Economic Development Director	Leads the county's economic development team. Responsible for a variety of incentive and financing programs designed to stimulate private investment in the county. Works with prospective businesses, developers, property owners, existing businesses, lenders, citizens, county staff and officials, and other local and state officials in pursuit of economic development objectives.	Economic Development