



# *Richland County* Continuous Recruitment Opportunities

## ***Building Custodian***

The incumbent will perform a variety of custodial tasks and duties such as cleaning,weeping floors,dusting base boards, polishing furniture,changing light bulbs,picking up trash,emptying trash containers,throwing garbage in outside containers,arranging furniture etc. as well as use vacuum cleaners, carpet cleaners, scrubbers etc.

## ***Customer Service Representative***

The Customer Service Representative is responsible for receiving and responding to compliments, concerns, complaints, inquires and requests from the general public and others having dealings with Richland County. The position maintains a central database on each compliment, concern/request for assistance, and monitors each until a resolution, where required, is achieved. Must be able to work under stressful conditions and must possess a high tolerance level requiring tact, poise and skill.

## ***Detention Officer***

This position performs a variety of activities and duties pertaining to the custody, control, safety and security of inmates (adult or juvenile) to ensure compliance with established policies, regulations, procedures and orders. Tasks include the guarding, directing and supervision of inmates, operation of inmate housing and holding areas, processing incoming and outgoing inmates, escorting and transporting inmates, conducting searches or persons and property, patrolling and conducting security checks of assigned areas, preparing documents and maintaining overall security of the Detention Center.

## ***Emergency Medical Technician (EMT)***

Responsible for staffing and the operation of an ambulance vehicle during the assigned shift. Job duties include, but are not limited to, performing various tasks such as writing reports, inspecting and maintaining equipment, providing patient care, rescue, extrication, and transportation. When working on an assigned 12 hour shift, this employee may be required to work more than 40 hours per week and may be required to rotate days, nights or other shift assignments or hours.

## ***Equipment Operator I***

This position is responsible for proper operation and maintenance of limited pieces of light and medium duty construction equipment used in construction and maintenance of roads, bridges and other public works projects.

## ***Paramedic***

Responsible for staffing, and the operation of an ambulance vehicle during assigned shift. Duties include, but are not limited to, writing reports, inspecting and maintaining equipment, providing patient care, rescue, extrication and transportation.