**Municipal Association of South Carolina Job Posting Template**

**Insert [Job title], City/Town of [municipality]**

**Category:** (Select **one** position category from the list below.)

* + Administration
	+ Clerical
	+ Code Enforcement
	+ Community/Economic Development
	+ Courts
	+ Engineering
	+ Finance
	+ Fire
	+ Heath/Human Services
	+ Human Resources
	+ Legal
	+ Miscellaneous
	+ Parks/Recreation
	+ Planning, GIS
	+ Police
	+ Public Information
	+ Public Safety
	+ Public Works
	+ Technology
	+ Utilities

**Position hours:** (If applicable, state if the position is temporary or part-time.)

**Job Duties:** (List no more than three job duties in the bulleted format below. Any over **three** will be dropped due to space constraints.)

* Insert job duty 1
* Insert job duty 2
* Insert job duty 3

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

* Insert qualification 1
* Insert qualification 2
* Insert qualification 3

**Pay info:** (Insert salary information here.)

**How to apply:** (Insert information on how to apply and web link to the job description.)

**Deadline:** (Insert date to remove posting.)

**EOE Disclaimer** (If applicable, insert here.)

**Example of job posting as it will appear on** [**www.masc.sc**](http://www.masc.sc/)**:**

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