

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

ADMINISTRATIVE SPECIALIST 2 (PS101192)

DEPARTMENT: PERMITTING OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Perform multiple customer service functions associated with the issuance of various permits (including mobile home setup permits) and licenses including online contractor verification, research of parcel zoning codes, and the calculation and acceptance of fees and payments. Frequently interact with other County departments and DHEC to gain needed information during the permit issuing process. Enter related transaction data into the mainframe computer system. Account for fund differences on a daily basis and reports differences to the supervisor. Prepare daily cash for deposit. Diversified duties include answering incoming telephone calls, entering information and data into the computer system, drafting, editing and distributing correspondence. Other administrative duties may include general bookkeeping, records management and/or retention. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent and five (5) years related administrative/clerical experience. Familiarity with permitting, building ordinances, and zoning preferred. Extensive customer service experience and corporate cashiering experience strongly preferred.

Must obtain ICC Permit Technician certification or will remain in introductory status without pay increases until certified. Must maintain certification as a condition of continued employment.

Use of EnerGov Data system desired.

Strong personal computer experience including knowledge of Microsoft Word and Excel.

Must have strong administrative skills including filing, customer service, math, data entry and correct grammar usage.

Data Entry/Basic Skills score of **71** and Word score of **45** required for this position.

Skilled in the operation of all basic office equipment including FAX machines.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as non-exempt and reports directly to the Chief Building Official. Thirty-seven and one half (37.5) hours per week. Must be flexible to work anytime during normal office hours Monday through Friday from 8:00 a.m. until 5:00 p.m. Normal schedule changes weekly to include Monday through Friday from 9:00 a.m. until 5:00 p.m., with alternating weeks Monday through Friday from 8:00 a.m. until 4:00 p.m. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for this position, please login to your Employee Online (EO) account to apply online. You can access EO via BIC or through our external website www.berkeleycountysc.gov under the "Employees" tab and select the "Employee Online" link. For any questions, please contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration building and the Libraries to apply online.

Administrative Specialist 2 - Grade C15
Entry Level Base Bi-Weekly Pay: \$958.42-\$1102.18

Date Posted: 10/02/2015
Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.