

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

ADMINISTRATIVE SPECIALIST 2 - PART TIME (PS101143)

DEPARTMENT: RISK MANAGEMENT

JOB SUMMARY/ESSENTIAL FUNCTIONS: Assist with the reporting and follow-up on Workers Compensation claims. Perform complex clerical and administrative work related to departmental records or databases. Prepare, maintain, and update the files for injury status changes. Coordinate a variety of information with the insurance carrier including outstanding medical bills, employee lost time, employee return to work and activated compensation pay. Answer questions and give information pertaining to the county's guidelines for workers compensation claims. Maintain OSHA recordkeeping. Assist with determining reportable illnesses and injuries. Assist with mandatory training when necessary. Process confidential information on a regular basis. Required to obtain a working knowledge of FMLA and ADA. Will be required to cross train in Property, Casualty and Liability insurance claims. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent, and five (5) years related administrative experience. Experience working directly with Workers Compensation preferred.

Working knowledge of workers compensation guidelines, FMLA, ADA, HIPPA, GINA, and Red Flag.

Working knowledge of OSHA regulations and specialized experience related to the job may be preferred.

Data Entry/Basic Skills score 71 and Word score of 45 are required for this position, as well as basic knowledge of Excel.

Previous training/teaching experience is preferred.

Skilled in the operation of all basic office equipment.

Valid driver's license for South Carolina. Must have safe driving record.

Departmental testing may be administered during interview.

Completed degree(s) that are not required but are beneficial may partially be 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. The employee while investigating may be required to stoop, reach, or bend. 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:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS DUTIES:

This position is currently classified as non-exempt and reports directly to the Safety Director. This position will not exceed **Twenty-nine (29) hours per week.** Normal working hours are between 9:00 a.m. and 5:00 p.m. Monday through Friday with the ability to work flexible hours after 5:00 p.m. when necessary. 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 a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Administrative Specialist 2 - Part Time - Grade C15
Entry Level Hourly Rate of Pay Range: \$12.78 - \$14.70

Date of Posting: 07/14/2015
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.