

# **Berkeley County Government**

## **JOB OPENING – EXTERNAL POSTING**

### **Administrative Specialist 3 (PS101159)**

#### **DEPARTMENT: REAL PROPERTY SERVICES**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Responsible for transferring ownership of properties by deed. Assigns and enters TMS numbers in the computer system. Performs research in other departments as needed to interpret problem deeds, land values, unrecorded plats, parcel location, contracts, condemnation orders, master deeds, court orders or other documents. Works closely with Appraisers to ensure that all TMS numbers are accurately recorded. Processes reports and correspondence related to property transactions and exemption applications. Performs other duties as assigned.

#### **QUALIFICATIONS:**

High school graduate or equivalent and five (5) years related experience.

Personal computer experience including Microsoft Word, Database processing experience and Excel are required. Experience with AS400 and/or AssessPro software preferred.

Data Entry/Basic Skills test score of **74** is required for this position.

Skilled in the operation of all basic office equipment including scanners and faxes.

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 DUTIES:**

**This position is classified as non-exempt and reports directly to the Real Property Services Director.** Thirty-seven and one half (37.5) hours per week. Monday through Friday from 8:00am to 4:00pm or 9am to 5pm with the ability to work flexible hours when necessary. Four day workweek may be available. 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](http://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 3 - Grade C19**  
**Entry Level Bi-Weekly Pay Range: \$1,043.61-1,200.15**

**Date of Posting: 08/06/2015**  
**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.***