

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

ADMINISTRATIVE CLERK 3 (PS101183)

DEPARTMENT: **MAGISTRATE COURT - Moncks Corner Office**

JOB SUMMARY/ESSENTIAL FUNCTIONS: Handles all aspects of Public Defender cases to include processing of applications, verification of information, and handling all communication with other departments and agencies concerning public defender cases. Must be able to work traffic court window and handle large amounts of currency and credit card transactions. Assists management staff by proofreading and reviewing reports and financial documents prior to their submission to external departments and/or agencies. Brings any apparent discrepancies to the attention of management for correction. Diversified duties include basic typing, creating files, filing, answering telephones, taking messages, copying, light data entry and computer operation and other related duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent and six (6) months related experience. Successful work experience verifying data or financial information is highly desired.

Clerical skills including filing, customer service, math, data entry and correct grammar usage.

Data Entry/Basic Skills test score of **55** is required for this position

Skilled in the use of general office equipment.

Departmental testing may be administered during interviews.

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; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must be able to sit and stand for long periods of time. The employee must occasionally lift and/or move up to fifteen (15) pounds. Specific vision abilities required by this job include close vision, distance 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 normally classified as non-exempt and reports directly to the Traffic and Criminal Court Manager. Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 9:00 a.m. until 5:00 p.m., with the ability to work flexible hours after 5:00 p.m. when necessary. May be called upon to fill in at various outlying Magistrate Offices or Bond Court as needed with little notice. Position is currently assigned to the Traffic Court Division of the Moncks Corner Office. 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 Clerk 3 – Grade C07
Entry Level Bi-Weekly Pay Range: \$788.03 - \$906.24

Date of Posting: 09/08/2015
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.