

# **Berkeley County Government**

## **JOB OPENING - EXTERNAL POSTING**

### **ADMINISTRATIVE SPECIALIST 3 (PS101268)**

**DEPARTMENT: CLERK OF COURT'S OFFICE - DSS**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Performs diversified administrative and customer service duties such as assisting the general public and attorneys with filing documentation related mainly to DSS/Family Court cases. Must be able to deal courteously and effectively with judges, court administration, attorneys, employees and members of the general public. Also works closely with domestic abuse and/or DSS clients involved in related cases. Communicates professionally and courteously with all case parties in a high stress environment. Process and file highly sensitive and confidential cases involving Domestic Abuse. Docketing Court order which involves interpreting court orders, entering the order information in the computer system, and sets up case files. Reviews documents for completion and compliance with Family Court laws while processing court orders. Process and enter court judgments. Sets up emergency hearings as needed. Provides copies of court documents as requested. Runs daily, monthly and annual reports for Family Court cases. Receives and receipts in court payments as required. Scan and index Family Court cases and other related duties as assigned.

**QUALIFICATIONS:**

High school graduation or equivalent and five (5) years customer service experience. Experience working in a fast-paced legal and/or case management environment handling stressful situations highly desired

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

Data Entry/Basic Skills test score of 74 is required for this position. Word test score of 50, and Excel test score of 45 are required for this position.

Skilled in the operation of all basic office equipment including fax machines and personal computers.

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

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 Family Court Docketing Supervisor.** Thirty-seven and one half (37.5) hours per week. Monday through Friday from 9:00 a.m. until 5:00 p.m. 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](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: 03/07/2016**  
**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.***