

**BERKELEY COUNTY GOVERNMENT**

**JOB OPENING – EXTERNAL POSTING**

**ADMINISTRATIVE SPECIALIST 4 (PS101274)**

**DEPARTMENT: PROBATE COURT**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Instructs subordinates and provides coaching and performance feedback. Plans, assigns and coordinates departmental schedules and tasks. Assists with departmental hiring process, performance appraisals and other personnel matters as needed. Prepares and distributes court schedules and court dockets in a timely manner. Interprets policies, procedures, court rules and statutes. Applies highly complex statutes and/or regulations as needed while maintaining compliance. Ensures departmental staff members prepares, distributes, and processes court orders accurately. Oversees transmittals to Court Administration. Audits and balances case records with Court Administration. Must keep abreast of all new updates and changes from Court Administration. Communicates courteously and effectively in writing and orally with various agencies, judges, attorneys, employees, and the general public. Responsible for all aspects of Court case file management. May perform diversified duties including answering incoming telephone calls, correspondence, obtaining and entering data from various sources, modifying and updating court cases, processing court orders, as well as accepting and receiving court payments. Reviews documents provided by the public and attorneys to ensure they conform to decedent's will or statutes. Performs other related job duties as assigned.

**QUALIFICATIONS:**

High school graduate or equivalent and five (5) years related administrative legal experience in a Court setting or three (3) years in a Probate Court Estate Division. Experience with completing Court related forms and consultations with the public preferred. The ideal candidate has strong customer service, administrative and organizational skills.

Candidates must be able to draft correspondence and other documents using Microsoft Word.

Data Entry/Basic Skills score of **80** and a Word score of **60** is required for this position.

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

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

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:**

**This position is currently classified as non-exempt and reports directly to the Probate Court.** Thirty-seven and one half (37.5) hours per week. Must be flexible to work anytime during normal office hours Monday through Friday from 8:30 a.m. until 5:00 p.m. with the ability to work flexible hours 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 4 - Grade C21**

**Entry Level Bi-Weekly Pay Range: \$1086.20 - \$1249.14**

**Date of Posting: 02/15/2016**

**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.**