

**Berkeley County Government**

**JOB OPENING - EXTERNAL POSTING**

**ADMINISTRATIVE CLERK 2 (PS101291)**

**DEPARTMENT: DANIEL ISLAND LIBRARY**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Perform a variety of customer service and clerical tasks including helping customers to obtain a library card and/or internet use card. Demonstrate to customers how to use the library's catalog and computers. Perform other library-related computer functions using standard office software as well as the library's integrated system. Check library materials in and out; shelve materials. Perform other duties as assigned.

**QUALIFICATIONS:**

High school graduate or equivalent and one (1) year related Library experience preferred. Candidates should possess a positive attitude and enjoy helping people.

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

Data Entry/Basic Skills test score of **58** is required for this position.

Must be able to operate 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, 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 all assigned tasks.

**HOURS OF WORK/MISCELLANEOUS DUTIES:**

**This position is currently classified as non-exempt and reports directly to the Librarian.** Thirty-seven and one half (37.5) hours per week. Normal work hours are between the hours of 9:00 a.m. and 7:00 p.m. Monday through Thursday and 9:00 a.m. and 5:00 p.m. Friday and Saturday. Shift assignments are based on need and are made at the discretion of the Branch Manager. Must be able to substitute at any Berkeley County Library where need demands additional staffing. 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 Clerk 2 - Grade C03**  
**Entry Level Bi-weekly Pay Range: \$702.84 - \$808.26**

**Date of Posting: 03/24/2016**  
**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.***