

BERKELEY COUNTY GOVERNMENT

JOB OPENING – EXTERNAL POSTING

ADMINISTRATIVE CLERK 3 – FILE CLERK (PS101294)

DEPARTMENT: CLERK OF COURT - DSS OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: File high volumes of case materials in both the office and at the storage facility location. Keep a log of files contained in storage. Frequently move and organize large boxes of files in the office and in the records storage facility which may require frequent climbing, bending, stooping, and lifting. Scan incoming and archived court orders. Ensure Bench Warrants and Court Orders are filed accurately. Perform duties including answering incoming telephone calls, basic typing, creating files, copying, scanning and entering information/data into the computer system. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent and two (2) years related administrative experience. Experience working in a fast-paced administrative environment handling stressful situations highly desired. Experience to include excellent attention to details, customer service and communication skills, both written and oral.

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

Data Entry/Basic Skills test score of **61** and Excel score of **23** are 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, including fax machines.

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 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 frequently lift and/or move up to fifty (50) 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 and follows safety policies and procedures for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as non-exempt and reports directly to the Child Support Enforcement Supervisor. 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. 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: 04/25/2016

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.