

**BERKELEY COUNTY GOVERNMENT**  
**JOB OPENING – EXTERNAL POSTING**  
**ADMINISTRATIVE CLERK 2 (PS101323)**

**DEPARTMENT: PLANNING AND ZONING**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Assist the Planning & Zoning staff, Planning Commission, and Board of Zoning Appeals members with day to day operations. Compile meeting materials for Planning Commission and Board of Zoning Appeals. Attend monthly evening meetings for the Planning Commission and Board of Zoning Appeals to provide clerical support, including note-taking and compilation of meeting minutes. Schedule and coordinate meetings and appointments; update staff calendars with scheduled meetings as necessary. Prepare and process correspondence. Assist with FOIA requests and records management duties as needed. Perform diversified administrative duties including answering telephone calls, creating and maintaining files, copying, sorting and processing mail. Provide professional customer service to customers (via walk-ins and/or telephone) utilizing Internet, online databases and a variety of staff resources. Perform other duties as assigned.

**QUALIFICATIONS:**

High school graduate or equivalent and one (1) year related office/administrative experience.

Basic Skills score **58** is required for this position. Word score of **23** and Excel score of **18** are required for this position.

Experience to include excellent application to details and customer service.

Excellent communication skills, both written and oral required.

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

Skilled in the operation of all basic office equipment.

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 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 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 Planning Director.** Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 8:00 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. This position will be required to attend monthly evening meetings of the Planning Commission and Board of Zoning Appeals. 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: 08/05/2016**

**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.**