

Berkeley County Government

JOB OPENING - EXTERNAL POSTING

ADMINISTRATIVE SPECIALIST 2 (PS101345)

DEPARTMENT: MAINTENANCE GARAGE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Process all incoming work orders for the department that is received via telephone, fax, email or visitors. Process all necessary information into the computer tracking system, issue work order tasks to the Garage Manager and record completed work orders. Assist the Garage Manager with administrative needs. Use Computerized Maintenance Management System (CMMS) for planning and reporting on all maintenance activity for the department. Input all new equipment into the CMMS and all maintenance schedules associated with this equipment. Archive obsolete equipment from the CMMS. Attend and record minutes of all departmental meetings. Assist in preparation and monitoring of departmental budgets. Prepare and reconcile purchase requests and records. Responsible for departmental payroll and timesheets, as well as maintain employee leave requests. Allocate Purchase Card transactions and print monthly statements from an automated system for the manager's approval before forwarding to the Finance Department. Review and confirm data for accuracy of invoices, and then process all departmental invoices for payments and/or credits. Maintain monthly maintenance logs for required upkeep/repair of County vehicles and maintenance equipment. Monitor fuel and oil usage reports. Answer telephones, take messages as well as sort and deliver incoming department mail. Communicate in a courteous and professional manner with employees, departments and suppliers to attain the appropriate information. Perform other duties as assigned.

QUALIFICATIONS:

Associates degree and three (3) years fulltime related administrative office experience; or a High School graduate or equivalent and five (5) years fulltime related administrative office experience required.

The ideal candidate has strong bookkeeping, customer service, interpersonal and organizational skills in an automotive setting. Candidates should have strong clerical skills including filing, customer service, math, data entry and correct grammar usage.

Experience actively using a recognized CMMS strongly preferred.

Must have and maintain a valid driver's license for South Carolina with safe driving record.

Data Entry/Basic Skills test score of 71, Word test score of 45 and Excel test score of 40 are required for this position.

Applicants must be detail oriented and have excellent customer service and communication skills, both written and oral. Should have excellent work histories and excellent references.

Ability to work in a fast-moving environment is essential along with good interpersonal skills, decision making and accountability; commitment to continuous improvement; personal and work ethics.

Skilled in the operation of all basic office equipment.

Departmental testing may be administered during interview.

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 INFORMATION:

This position is classified as non-exempt and reports directly to the Maintenance Garage Manager. Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday from 7:00a.m. until 3:00p.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 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 2 - Grade C15

Date of Posting: 08/19/2016

Entry Level Bi-Weekly Pay Range: \$958.42 - \$1,102.18 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.