

BERKELEY COUNTY GOVERNMENT

JOB OPENING – EXTERNAL POSTING

ADMINISTRATIVE SPECIALIST 4 (PS101360)

DEPARTMENT: CLERK OF COURT’S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Communicate courteously and effectively in writing and orally with various agencies, judges, attorneys, child support enforcement personnel, employees, and the general public. Prepare, distribute, and process wage withholdings and employers Rule to Show Cause forms. Input data from court documents. Serve as a courtroom backup for clerks bookkeeping, Rules to Show Cause, Bench Warrants, and review hearings when needed. Perform diversified duties including answering incoming telephone calls, correspondence, obtaining and entering data from various sources, modifying and updating address changes on court cases, processing court orders, as well as accepting and receipting in court payments. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent and five (5) years related administrative experience required. Experience working in a fast-paced administrative/legal environment handling stressful situations highly desired. Experience to include excellent application to details, customer service and communication skills, both written and oral.

Basic Skills score of **77** is required for this position. Word score of **55** and an Excel score of **50** are required for this position.

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 (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 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 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 4 - Grade C21
Entry Level Bi-Weekly Pay Range: \$1086.20 - \$1249.14

Date of Posting: 08/26/2016
Date of Closing: 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.