

Berkeley County Government

JOB OPENING - EXTERNAL POSTING

ADMINISTRATIVE SPECIALIST 2 (PS101365)

DEPARTMENT: SOLICITOR'S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Processes and/or creates files for all incoming juvenile cases, summons and other court related documents, prepares court orders, handles Rule 5/discovery requests, prepares and distributes court dockets, prepares all transport requests for juveniles in detention, files all legal documents with the Clerk of Court's Office, inputs and/or updates data in computer system to include petition information, may assist in preparing petitions and/or forms relating to the jurisdiction transfer of cases, updates current addresses and/or telephone numbers of all case parties, enters case dispositions and/or closes and files all disposed cases/files. Provides general information to case parties to include the Department of Juvenile Justice, the Berkeley County Public Defenders, the Department of Education, law enforcement agencies and other case related individuals; Performs other diversified duties which include answering telephones; entering data and other information into the computer system; sorting/delivering mail; drafting, editing and/or distributing correspondence. Performs other related duties as assigned.

QUALIFICATIONS:

High school graduation or equivalent and five (5) years related administrative experience.

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

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

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, follows safety policies and procedures, and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

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 Specialist 2 - Grade C15

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

Date of Posting: 09/21/2016

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.