

**Berkeley County Government**

**JOB OPENING – EXTERNAL POSTING**

**TEMPORARY LEGAL ASSISTANT (PS101371)**

**DEPARTMENT: LEGAL**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Provide support to the Legal Department by performing legal tasks which include research and the drafting of legal documents. Clerical duties include answering phones and directing calls. Greeting and assisting visitors in a professional and courteous manner. Perform diversified administrative duties as required, including creating letters, spreadsheets, reports, scheduling appointments, and copying, scanning, indexing files as requested. Pick-up and deliver the mail to the mailroom. May assist with the coordination of events, meetings, etc. Perform other duties as assigned.

**QUALIFICATIONS:**

High school graduate or equivalent and one (1) year related administrative experience. Experience in a legal setting preferred. Experience to include excellent customer service and communication skills, both written and oral.

Personal computer experience including Word, Excel and Westlaw and/or Lexis.

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

Skilled in the use of general office equipment.

Ability to maintain a high level of confidentiality and to work in a fast-paced stressful environment is essential.

Ability to multi-task, have good interpersonal skills, decision making and accountability; commitment to continuous improvement; personal and work ethics.

Departmental testing may be administered during interview.

Completed degree(s) that are not required but are beneficial may partially be 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/MISCELLANEOUS INFORMATION:**

**This position is classified as non-exempt and reports directly to the Paralegal.** The number of hours worked will vary depending on work load; however this position **may not exceed twenty-nine (29) 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.

**Temporary Employee**

**Entry Level Hourly Rate of Pay Range: \$7.50 - \$10.00**

**Date of Posting: 08/23/2016**

**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.**