

**Berkeley County Government**

**JOB OPENING – EXTERNAL POSTING**

**TEMPORARY – TEMP POOL (PS101372)**

**CURRENTLY SEEKING HIGH LEVEL ADMINISTRATIVE ASSISTANTS TO HELP IN VARIOUS DEPARTMENTS.**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Perform diversified administrative duties as required, including creating letters, spreadsheets, reports, filing, copying and scanning as requested. Assist callers, visitors and employees in a professional, courteous way. Pick-up and deliver the mail to the mailroom, customer service, accounts payable, receivable. May receive and process payments. May create and distribute basic correspondence. Other duties include basic typing, creating files, answering telephones, taking messages, copying, faxing, computer operation and data entry records management. Perform other duties as assigned.

**QUALIFICATIONS:**

High School diploma or equivalent required and two (2) years full time related administrative experience preferred. Recent cashiering experience required for some positions. Applicants must be detail oriented, and very accurate with financial transactions.

**Computerized testing is required. Must be able to meet the minimum requirements for each test.**

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

Personal computer experience including knowledge of Word and Excel preferred.

Skilled in the use of general office equipment.

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 fifteen (15) 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 to the assigned department as well as Human Resources. This position will not exceed twenty-nine (29) 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, and duties will fluctuate depending on assignment. 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. Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Temporary Employee – Temp Pool  
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.**