

**BERKELEY COUNTY GOVERNMENT**

**JOB OPENING – EXTERNAL POSTING**

**ADMINISTRATIVE SPECIALIST 2 (PS101389)**

**DEPARTMENT: CLERK OF COURT’S OFFICE**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Receives and processes court ordered payments. Must effectively and efficiently interpret court orders/files to determine the amount to be applied to each case when accepting a payment for distribution among multiple cases. May create and distribute basic correspondence to case parties. Performs diversified duties including answering incoming telephone calls, taking messages, composing letters, opening and processing mail, creating data files, copying and filing, and data entry records management. Perform other duties as assigned.

**QUALIFICATIONS:**

An associate’s degree and two (2) years full-time related work experience or a high school diploma or equivalent and five (5) years full-time related experience required. Recent cashiering experience. Applicants must be detail oriented, and very accurate with financial transactions.

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 71 is 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 Clerk of Court’s Office.** 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](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.

**Administrative Specialist 2 - Grade C15**  
**Entry Level Bi-Weekly Salary Range: \$958.42 - \$1,102.18**

**Date of Posting: 11/03/2016**  
**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.***