

BERKELEY COUNTY GOVERNMENT

JOB OPENING – INTERNAL POSTING

ADMINISTRATIVE SPECIALIST 1 (PS101444)

DEPARTMENT: CLERK OF COURT’S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Enter and ensure the timely transmitting of warrants, bonds, dismissals and remanded cases in court proceedings. Handle filing and retrieval duties for both the court of General Sessions and Common Pleas. Prepare and maintain the list of approved bondsmen and disseminate to the appropriate parties on a monthly basis. Diversified duties include filing, creating files, copying, entering information/data into the computer system, and records management. Perform other duties as assigned.

QUALIFICATIONS:

Associate’s degree and two (2) years full-time related work experience or a high school diploma or equivalent and four (4) years fulltime related experience required.

Applicants must be detail oriented and should have excellent work histories and excellent references.

Personal computer experience including knowledge of Word and Excel preferred.

Data Entry/Basic Skills score **68** is 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 (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 Circuit Court 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 this position, please login to your Employee Online (EO) account to apply online. You can access EO via BIC or through our external website www.berkeleycountysc.gov under the “Employees” tab and select the “Employee Online” link. For any questions, please contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration building and the Libraries to apply online.

Administrative Specialist 1 - Grade C13

Entry Level Bi-Weekly Pay Range: \$915.82 - \$1,053.19

Date of Posting: 01/05/2017

Closing Date: 01/09/2017

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.