

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

ADMINISTRATIVE/ADOPTION SPECIALIST (PS101453)

DEPARTMENT: BUILDING & CODES (ANIMAL SHELTER)

JOB SUMMARY/ESSENTIAL FUNCTIONS: Arrive at work promptly to open clinic reception every morning and greet clients and patients. Enter patient information and related transaction data into the mainframe computer system. Check in and out patients, ensuring that all necessary paperwork is completed and given to clients. Explain any medical/behavioral disclosures to adopter prior to starting the adoption process. Collect fees from customers. Administer medication under the supervision of staff veterinarian. Maintain accurate medical and adoption records. Perform Canine-ality and Feline-ality. Have a working knowledge of our discount programs. Answer telephone, voicemail and email correspondence for the clinic ideally within 4 hours, but with no more than a 24 hour turnaround time. Schedule appointments for surgical sterilizations and veterinary exams. Retrieve animals from kennels upon discharge with proper after care instructions. Ensure that clinic daily account receivables are recorded properly and daily cash report is delivered to designated recipients. Actively promote spay and neuter, and educate clients on responsible animal ownership. Actively support associate staff and volunteers, and promote the development of skills related to the advancement of our goals and mission. Represent the Animal Shelter in a professional and courteous manner at all times. Provide quality service to clients, volunteers, and staff recognizing their individual contributions to the success of our organization. Participate on committees and special projects as assigned. Prepare files and other items for records retention in a timely manner. Diversified duties include answering incoming telephone calls, entering information and data into the computer system, drafting, editing and distributing correspondence. Other administrative duties may include general bookkeeping, records management and/or retention. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent, and five (5) years related experience.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Data Entry/Basic Skills score of **71**, Excel score of **40** and Word score of **45** are required for this position.

Excellent public speaking, communication, and interpersonal skills.

Must be detail oriented, and very accurate with financial transactions.

Must be able to learn basic veterinary medical concepts including but not limited to vaccine, HWP and flea control protocols, anesthetic risks, pre and post-surgical instructions.

Must also be able to communicate basic veterinary concepts to owners and be able to repeat information relayed by a veterinarian.

Will be asked to take medical histories for surgical rechecks.

Must have strong administrative skills including filing, customer service, math, data entry and correct grammar usage.

Skilled in the operation of all basic office equipment.

Must be comfortable working with all animals.

Must be self-guided individual requiring minimal supervision.

Must be flexible with schedule changes and short notice overtime requests.

Desire to be part of an entrepreneurial team that is goal-oriented, collegial and innovative.

Collaborative team player experienced in working with multiple departments and co-workers.

Enthusiastic about working with the public.

Ability to work under pressure.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years) is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee must frequently lift and/or move up to ninety (90) 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 Operations Manager. Thirty-seven and one half (37.5) hours per week. Employees who work at the Animal Shelter are required to work a rotating work schedule. Must be flexible to work anytime during normal working hours Monday through Friday from 8:00am until 6:00pm; Saturday and Sunday from 9:00am to 5:00pm. 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. Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Admin/Adoption Specialist – Grade: C19

Entry Base Level Bi-Weekly Pay Range: \$1043.61 - \$1200.15

Date of Posting: 01/17/2017

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.