

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

ADMINISTRATIVE SPECIALIST 2 (PS101468)

DEPARTMENT: AUDITOR'S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Performs all aspects of the Homestead Exemption Program. Processes all changes to be made to Real Property and Mobile Home taxes per the Assessor's Office through A100s. Processes SC Department of Revenue exemptions. Performs all aspects of the billing and appealing procedures of all personal property to include Marine Equipment, Business Personal Property, Aircraft, Manufacturers and Utilities. Processes Advanced Mobile Home bills generated from Moving Permits. Assists the public in person, by telephone, by fax and by mail. Performs other duties as assigned.

QUALIFICATIONS:

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

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

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

Must be detail oriented and have excellent customer service and communication skills, both written and oral. Should have excellent work histories and excellent references.

Ability to multi-task in a fast-paced customer service oriented environment handling stressful situations.

Must be able to efficiently complete tasks by following established guidelines/procedures with minimal direct supervision.

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 DUTIES:

This position is classified as non-exempt and reports directly to the Auditors Office. Thirty-seven and one half (37.5) hours per week. Must be flexible to work anytime during normal office hours Monday through Friday from 9:00a.m. until 5:00p.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 2 - Grade C15

Entry Level Bi-Weekly Pay Range: \$958.42 - \$1,102.18

Date of Posting: 02/14/2017

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.