

**Berkeley County Government**

**JOB OPENING – EXTERNAL POSTING**

**ADMINISTRATIVE SPECIALIST 4 (PS101479)**

**DEPARTMENT: COMMUNICATIONS**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Responsible for all aspects of subpoenas and Freedom of Information Act (FOIA) requests for department and coordinates with the FOIA Compliance Officer to ensure all guidelines are met in responding to such requests. Responsible for submitting 911 reimbursements. Responsible for tracking and recording all 911 Fund related expenses and submitting them to the state for reimbursement, as well as ensuring that the reimbursed funds are correctly applied to the affected line items in the 911 Fund budget. Maintain inventory of supplies and requests supplies. Assist Operations Supervisor, Training Officer and Terminal Agency Coordinator with training, in-service functions and other various capacities. Compile daily, monthly, quarterly and annual reports for requesting parties. Assist the Operations Supervisor, 911 Training Officer, and Terminal Agency Coordinator in various capacities. Must maintain proficiency as a Telecommunicator due to the fact that during times of emergency this position will function as a Telecommunicator. Must be able to multi-task, handle stressful situations and meet deadlines during certain times of the month. Perform other duties as assigned.

**QUALIFICATIONS:**

High school graduate or equivalent and one (1) year dispatch experience required; Associates degree preferred.

CPR Certification required.

SC Certification as a 911 Telecommunicator required.

Certification as Emergency Medical Dispatcher and NCIC terminal operator.

Willingness to attend training classes anywhere in the continental U.S.

Knowledge of automated telephone system.

Personal computer experience and communications systems software required.

Knowledge of fire/EMS/police terminology preferred.

Must be articulate and with the ability to communicate clearly and distinctly by phone, radio, and in person in a semi-noisy environment.

Must be able to remain calm and think clearly to make critical decisions and exercise good judgment in stressful situations while multi-tasking.

Must be detail-oriented with the ability to work in a fast paced environment.

Excellent communication skills, both oral and written.

Skilled in the operation of all basic office equipment.

Must not have been convicted of a crime in which a sentence of one (1) year or greater could have been imposed by the Courts. **A criminal background check will be completed on selected applicant if a current one is not on file.**

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

**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. Subject to sitting and telephone usage for prolonged periods of time. Continuous exposure to noise from various sources. Busy environment with personnel under pressure in highly stressful situations.

**SAFETY INFORMATION/DUTIES:**

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug and alcohol testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

**This position is classified as non-exempt and reports directly to the Communications Director.** Thirty-seven and one half (37.5) hours per week. Normal office hours Monday through Friday from 9:00a.m. until 5:00p.m with the ability to work flexible hours when necessary. Must be able to work flexible hours and function as Telecommunicator when needed, including day or night shifts, weekends, and holidays as scheduled or needed due to the 24-hour operation of the center. 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.

**Admin Specialist 4 – Grade: C21**

**Entry level Bi-Weekly Salary Range: \$1,086.20 - \$1,249.14**

**Date of Posting: 03/15/2017**

**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.**