

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

GREETER – PART TIME (PS101585)

DEPARTMENT: ADMINISTRATIVE SERVICES

JOB SUMMARY/ESSENTIAL FUNCTIONS: Greet and direct visitors of the County Administration Building to the appropriate department. Provide excellent, professional, and responsive customer service to visitors. Remain aware of surroundings and visitors. Must be astute in visually observing potential safety or security issues. Use deductive reasoning to determine the level of assistance needed or if a potential security risk exists. Provide assistance to citizens as needed. Escort visitors to the appropriate department when necessary. Monitor building and parking lot activity in the front of the building and reports any issues or suspicious behavior. Keep greeter board and public information up to date. Ensure that assembly room is locked or unlocked based on the schedule. Assist with preparing registration for large meetings as requested. Assist with distribution and collation of packets and mailers. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent and six (6) months related receptionist/greeter work experience.

Experience with administrative support and/or security functions preferred.

Experience with Microsoft Office helpful.

Familiarity with Berkeley County departments and their functions preferred.

Previous experience in law enforcement or security helpful.

Departmental testing may be administered during interviews.

A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle objects; and reach with hands and arms. The employee is required to 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, 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 Administrative Service Manager. This position will not exceed 29 hours in a week. Must be available Monday through Friday 9:00 a.m. until 5:00 p.m. to work part-time hours as requested. 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 special events and 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.

Greeter (Part-Time) – Grade: 103

Entry Level Hourly Pay Range: \$10.77 – \$12.39

Date of Posting: 08/02/2017

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.