

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

TEMPORARY – TEMP POOL (PS101609)

DEPARTMENT: DETENTION CENTER

JOB SUMMARY/ESSENTIAL FUNCTIONS: Responsible for performing moderate level clerical tasks including basic typing, creating files, scanning, filing and copying. Answering telephone/switchboard operation, taking messages and sorting/delivering mail. Upon assuming post inspect the area for security and cleanliness. Inventory all inmate property, monies, and jewelry. Ensure that each is placed into the proper area once finished. Verify all paperwork for the inmate such as court commitments, charging documents, arrest and booking reports, and other related items. Complete medical/suicidal/observation risk assessment and place original in inmates file and a copy in the Medical Staff's box. Complete all pertinent paperwork for the inmate's file such as check in/out form, chronological and other related items. Booking personnel will be responsible for cleaning all computer equipment and surrounding areas. Dealing courteously and effectively with the general public and fellow employees. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent and six (6) months related administrative experience.

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

Personal computer experience including knowledge of Word and Excel preferred.

Skilled in the use of general office equipment.

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 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 to the Detention Center Administrator. **Twenty-nine (29) hours per week maximum.** Normal working hours are Monday through Friday 4:00p.m. until 10:00p.m. with the ability to work flexible hours when necessary. Scheduled hours/days, job location, and duties will fluctuate depending on assignment. 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.

Temporary Employee – Temp Pool
Entry Level Hourly Rate of Pay Range: \$8.50 - \$10.00

Date of Posting: 09/15/2017
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.