

BERKELEY COUNTY GOVERNMENT

JOB OPENING – EXTERNAL POSTING

DIGITAL EVIDENCE/LEGAL ASSISTANT (PS101614)

DEPARTMENT: SHERIFF'S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: The employee in this classification is responsible for performing highly complex clerical and administrative tasks, processing, synthesizing and analyzing Freedom of Information Act requests for digital video evidence; for processing complex legal paperwork as needed. Must be able to deal courteously and equitably with fellow employees and citizens. Provide support to the Sheriff's Office by performing legal research, preparation of documents as needed. Serve as Freedom of Information Act (FOIA) Compliance Officer for the Sheriff's Office and handles all requests to ensure compliance with relevant legislation and regulations. Review and process digital video evidence requests from attorneys and from citizens or media, making redactions as necessary. Perform clerical tasks and administrative duties including answering telephones, drafting, editing and distributing correspondence. Must be able to synthesize the relevant policies, procedures as they relate to digital video evidence. Performs other duties as assigned.

QUALIFICATIONS:

High School graduate or equivalent and five (5) years of related legal/administrative experience required. Completed college coursework in a related field is desired. Completed degree(s) beneficial to the position may be partially considered as work experience.

Data Entry/Basic Skills test score of **50**, Word score of **50** and an Excel score of **50** are required for this position.

Must be able to pass CJIS Inquiry class and test.

Proficient with Microsoft Office software or other appropriate software to include word processing skills, spreadsheet, database interaction, presentation programs.

Internet research skills and familiarity with databases and remote accessing of information.

Must be able to operate general office equipment.

Excellent organizational skills and maintain confidentiality.

Flexibility, adaptability, and the ability to work with and develop skills in current and future technology.

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, color 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:

This is a safety sensitive position and subject to random drug and alcohol testing. 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 Chief Deputy Sheriff. Thirty-seven and one half (37.5) hours per week. Normal working hours Monday through Friday from 9:00 a.m. until 5:00 p.m. with the ability to work after 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 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.

Digital Evidence/Legal Assistant – Grade: 114
Entry Level Bi-Weekly Pay Range: \$1280.08 - \$1472.09

Date of Posting: 10/10/2017
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.