



ALLENDALE COUNTY

Job Posting: INTERNAL AND EXTERNAL APPLICANTS

Department: ADMINISTRATION Post Date 01/29/20

Position Title: (1) FULL-TIME ADMINISTRATIVE ASSISTANT

Closing Date 02/12/20

SALARY RANGE - DEPENDING ON EXPERIENCE

FUNCTION

- Under general supervision assists County Administrator in various duties associated with County government. Reports to the County Administrator.

RESPONSIBILITIES

- Greeting visitors and able to answer multi-line phone calls in a professional manner.
- Receives and prepared official replies for the County Administrator's signature.
- Performs various secretarial and office management duties; organizes, develops, and implements procedures for recording and filing.
- Attends meetings with the County Administrator.
- Screens visitors before directing them to the County Administrator.
- Assists Department Heads relating to County operations.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of modern office procedures, practices and methods.
- Knowledge of Business English, spelling and commercial arithmetic.
- Ability to present ideas clearly, orally and in writing.

MINIMUM TRAINING AND EXPERIENCE

- Five years experience as an administrative assistant.
- Excellent typing and transcription skills.
- Experience in State or Local Government Operations (preferred but not required)
- Must possess a valid state driver's license (South Carolina is preferred)/Reliable transportation.
- Be able to undergo and pass a SLED Background Check.
- Must be able to pass a pre employment drug screen

FRINGE BENEFITS INCLUDE:

- SC State Retirement
- Annual and Sick Leave
- Health Insurance
- Dental and Vision Benefits
- Payroll deducted Supplemental Insurance

All interested candidates must submit a JOB APPLICATION FORM to Allendale County Human Resource Office, located at Allendale County Administration Office, 526 Memorial Avenue, Allendale, SC 29810 or call 803-584-3438, prior to closing date.

POST JOB OFFER REQUIREMENTS: DRUG TEST/SLED BACKGROUND CHECK

Allendale County is an Equal Opportunity Employer.