



## **ALLENDALE COUNTY**

**Job Posting: INTERNAL AND EXTERNAL APPLICANTS**

**Department: ADMINISTRATION Post Date 01/29/20**

**Position Title: (1) PART-TIME CLERK TO COUNCIL**

**Closing Date 02/12/20**

**SALARY RANGE - DEPENDING ON EXPERIENCE**

### **FUNCTION**

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

### **RESPONSIBILITIES**

- Receives and prepared official replies for County Council and the County Administrator's signature.
- Prepares the agenda for County Council meetings and attends Council meetings taking the minutes of the meeting.
- Types minutes from the County Council meeting and other various reports needed for County Council and the County Administrator.
- 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.
- Thorough knowledge of County Rules, Regulations and Ordinances.
- Ability to present ideas clearly, orally and in writing.
- Ability to compose and prepare accurate reports, records and correspondence.

### **MINIMUM TRAINING AND EXPERIENCE**

- An Associate's Degree in Secretarial Science with one year's experience or high school diploma with three years' experience in responsible administrative assignments.
- 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.

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.**