

POSITION AVAILABLE
(SENIOR CLERK)

Colleton County Government is accepting applications for Senior Clerk in the Veterans Affairs Office. The successful candidate will under general supervision assist Veterans and their dependents in applying for various VA benefits through the department of Veterans Affairs.

Responsibilities include: Screening applicants, typing, filing, scheduling appointments, preparing reports and completing various benefits applications. Other duties will include a variety of clerical functions to assist in managing the daily operations of the office.

Requires a high school diploma with two years of office experience. Must be proficient in Microsoft Office, data entry and have excellent verbal and written communication skills. A corrected typing rate of 35 words per minutes, accreditation training through SC Department of Veterans Affairs, pre-employment drug screen and a satisfactory background check also required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488. The position will remain open until filled. Only qualified applicants will be considered for interviews. Colleton County is an Equal Opportunity Employer.

GRADE: 5
MINIMUM HOURLY RATE OF PAY: \$12.00
FULL-TIME
SC RETIREMENT