

POSITION AVAILABLE
(ADMINISTRATIVE COORDINATOR)

Colleton County Government is accepting applications from qualified individuals for the position of Administrative Coordinator in the Animal Care & Control Department. The successful candidate will under general supervision perform a wide variety of clerical and related administrative support functions for the department. Exercises responsibility for assisting the public, answering the telephones, preparing correspondence, performing bookkeeping activities, maintaining office files and records. Dispatches and monitors Animal Control Officers.

Requires a high school diploma with two to five years of experience in computer record keeping, bookkeeping/accounts payable, and customer service; or any equivalent combination of training, education, and experience, which provides the required skills, knowledge and abilities. Pre-employment drug screen and satisfactory background check also required.

Submit applications at the Colleton Career Skills Center, 1085 Thunderbolt Drive, Walterboro, SC 29488 or the nearest SC Department of Employment and Workforce Center or email resume to jobs@colletoncounty.org . The position will remain open until filled. Only qualified applicants will be considered for an interview. Colleton County Government is an Equal Employment Employer

GRADE: 5

MINIMUM HOURLY RATE OF PAY: \$10.94 - \$13.17

FULL-TIME

SC STATE RETIREMENT & INSURANCE