Colleton County Government is accepting applications from qualified individuals for the position of Administrative Assistant for the Fire/Rescue Training Division. The successful candidate will under limited supervision, be responsible for data entry of fire related reports, departmental records, personnel files, training and medical records, incident reports. Will compile statistical data, develop spreadsheets, assist employees and the public; assist with inventory, provide public assistance in person and over the telephone and perform other duties; research available courses for personnel with various educational establishments to include colleges, vo-tech schools, EMS Councils, SC Fire Academy and private firms; schedule classes and training sessions for the Department personnel; maintain the schedule for class rooms and training pool vehicles for use by employees/students; assist Battalion Chief with compiling data on medical responses and Quality Assurance Reviews; work with confidential, protected information to include by not limited to employee records, employee and ambulance medical records, training files and patient care reports. Reports to the Fire-Rescue Training Battalion Chiefs.

Requires a high school diploma, computer skills and 1 year of clerical experience; previous experience with inventory and associated record keeping or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Good driving record required, must submit three (3) year driving record along with application. Minimum of Associates Degree preferred. Pre-employment drug screen and a satisfactory background are also required.

Email resume to jobs@colletoncounty.org, 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: 6
MINIMUM HOURLY RATE OF PAY: $12.03
FULL-TIME
SC STATE RETIREMENT & INSURANCE