

**POSITION AVAILABLE
(BENEFITS SPECIALIST)**

Colleton County is accepting applications for Benefits Specialist in the Human Resource Department. The successful candidate will, under limited supervision, administer the County's benefits programs, including but not limited to health insurance, retirement and leave benefits. Performs related professional and administrative work as required. Reports to the Human Resource Director.

Associates degree in Human Resources Administration, Business Administration or related field with two to five years of human resource or benefits administration related experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Pre-employment drug screen and a satisfactory background check are 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. Colleton County is an Equal Opportunity Employer.

GRADE: 10

SALARY RANGE: \$35,204 to \$42,438 (DOQ)

FULL-TIME

SC STATE RETIREMENT & INSURANCE