

POSITION AVAILABLE
(Circulation Supervisor/Administrative Assistant)

Colleton County Government is accepting applications from qualified individuals for the position of Circulation Supervisor/Administrative Assistant for the Colleton County Memorial Library. The successful candidate will supervise circulation functions and employees ensuring proper and effective operations. Is also responsible for clerical, accounting/bookkeeping and secretarial duties in support of the Library. Will perform other related duties as requested.

Requires a high school diploma with three years related work experience, including clerical/bookkeeping responsibilities and experience that provides the required knowledge, skills, and abilities. Must have experience using Microsoft Office software with advanced training and experience in Microsoft Excel software and in operating and maintaining personal computers, printers, fax machines, copiers, and other office equipment. Must have supervisory experience and possess the ability to communicate well with the public and co-workers. A valid driver's license, a pre-employment drug screen and a satisfactory background check are also required.

Submit applications/resumes 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: 8
HOURLY RATE OF PAY: \$14.56
FULL-TIME
SC STATE RETIREMENT & INSURANCE