

**POSITION AVAILABLE**  
(ADMINISTRATIVE ASSISTANT / LOGISTICS TECHNICIAN)

Colleton County Fire-Rescue is accepting applications from qualified individuals for the position of Administrative Assistant / Logistics Technician. The successful candidate will under general supervision maintain incident reports, inventory, supplies, and warehouse files/records including pharmaceuticals/controlled substances for the Fire-Rescue Department. Will order, pick up, deliver and shelve stocks and supplies as needed. Will maintain reports and documentation as required. Will perform basic repair of fire, rescue and medical equipment conducting routine testing, etc. Will maintain diagnostic equipment used in the performance of duties. Will assist in local fire and life safety educational programs and activities as needed within the department. Will respond to emergency and non-emergency incidents as needed in a support capacity; may involve driving fire apparatus and other vehicles, operating various equipment i.e. pumps, radios, etc. Reports to Assistant Chief / Logistics Officer.

Requires a high school diploma or equivalent and must be 18 years of age or older. Must be familiar with streets and roads in the county. Pre-employment drug-screening and a satisfactory background check are required. Must possess and maintain appropriate Driver's License and have a clean driving record.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488 or email resume to [jobs@colletoncounty.org](mailto:jobs@colletoncounty.org). The position will remain open until filled. Only qualified candidates will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

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**GRADE: 7**  
**MINIMUM HOURLY RATE: \$13.91 to \$16.75**  
**FULL-TIME**  
**SC STATE RETIREMENT & INSURANCE**