

POSITION AVAILABLE
(SENIOR CLERK)

Colleton County Government is accepting applications for the position of Senior Clerk. Under general supervision, the successful candidate will assist Veterans and their dependents in applying for various VA benefits through the Department of Veterans Affairs.

Responsibilities include: Greeting and screening customers, preparing letters and reports, filing, scheduling appointments and completing various benefits applications. Other duties will include a variety of clerical functions to assist in managing the daily operations of the office.

The position requires a High School Diploma with two years of office experience. Successful candidate must be proficient in Microsoft Office, data entry and have excellent verbal and written communication skills. Accreditation training through SC Department of Veterans Affairs, pre-employment drug screen and a satisfactory background check are also required.

Applications may be submitted at the Colleton Career Skills Center, 1085 Thunderbolt Drive, Walterboro, South Carolina 29488 or the nearest S.C. Works Facility. The position will remain open until filled. Only qualified applicants will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

ANNUAL SALARY: \$26,208
EXEMPT/FULL-TIME
SC STATE RETIREMENT & INSURANCE