

COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET
POST OFFICE BOX 156
NEWBERRY, SOUTH CAROLINA 29108

VACANCY ANNOUNCEMENT

DIVISION: Public Works Department

JOB LOCATION: 11374 SC Highway 34, Newberry, SC

POSITION: Scale Operator

HOURS WORKED PER WEEK: Regular Full-time, 40 hours per week

SALARY RANGE: \$23,740 – 28,488

GRADE: 11

CONTACT PERSON: Wanda B. Hill, Director of Human Resources (803) 321-2100

POSITION DESCRIPTION: Records waste volume entering and existing the Transfer Station. Receives payment from customers and balances daily receipts for accurate record keeping and billing. Answers the telephone and provides general information to callers. Compiles information and prepares related reports. Reports to the Public Works Director.

MINIMUM TRAINING AND EXPERIENCE: Requires a high school diploma or GED equivalent supplemented by two to three months of work experience or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities. Must possess a valid SC state driver's license.

GENERAL INSTRUCTIONS: Applications will be accepted for this position beginning Wednesday, June 3, 2009 until filled. Newberry County Employment Applications may be obtained by visiting www.newberrycounty.net or by contacting the Human Resources Office at the Newberry County Courthouse Annex, 1309 College Street, Newberry SC, 29108. **A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position. Newberry County conducts background checks and tests for the use of illegal substances.**

THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER

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