

COUNTY OF NEWBERRY

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

VACANCY ANNOUNCEMENT

DIVISION: Administration

JOB LOCATION: Newberry County Administration Office

POSITION: Administrative Assistant

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

SALARY: \$27,528 - \$42,594 (Salary to Commensurate Qualifications, Experience & Actual Duties Assigned)

CONTACT PERSON: Katherine Cook, Director of Human Resources (803) 321-2100

POSITION DESCRIPTION: The responsibilities for this position involve clerical and financial work of various types in support of the programs and activities of the County Administration Office. Work includes, but is not limited to, processing accounts payable transactions: verifying invoices are correct prior to payment, reconciling monthly vendor statements, distributing accounts payable checks and filing vendor invoices. The Administrative Assistant also updates the building maintenance work order log daily and manages office equipment under common usage (copier, postage machine, etc). The selected candidate will train to serve as back-up for payroll data entry. Other administrative duties may be assigned to this position based on needs of the County.

MINIMUM TRAINING AND EXPERIENCE: Requires a high school diploma or GED and 2 years equivalent or related experience, accounts payable desirable. Accounting experience or accounting degree is a plus. Proficiency in Microsoft Excel is required. Must possess excellent customer service skills, above-average mathematical ability and basic computer skills.

GENERAL INSTRUCTIONS: This position will be open 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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