

COUNTY OF NEWBERRY

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

VACANCY ANNOUNCEMENT

DIVISION: Council

JOB LOCATION: Courthouse Annex, 1309 College Street, Newberry, SC 29108

POSITION: Clerk to Council

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

SALARY: Salary to Commensurate Qualifications and Experience

CONTACT PERSON: Christopher Inglese, County Administrator (803) 321-1419

POSITION DESCRIPTION: Performs highly responsible administrative and legislatively oriented functions in support of a multipurpose county government. Responsibilities require constant focus on detail, documentation, scheduling, and time management. Written and verbal communication skills must be excellent, with firm foundations in grammar and syntax. This position assists County Council in recording and documenting its legislative activity, deliberations, and directives affecting a broad array of local government departments and services, and in the processing of documents and the execution of contracts and agreements related to these activities. Work attendance outside normal hours is required at meetings of County Council, committees of County Council, meetings of various boards and commissions, and as otherwise directed by County Council.

MINIMUM TRAINING AND EXPERIENCE: A Bachelor of Arts or Bachelor of Science degree from an accredited university or college and three years of progressively responsible administrative experience are strongly preferred. An Associate's degree and five years' progressively responsible administrative experience may be substituted. Paralegal and/or executive secretary credentials and experience are highly desirable, as are academic credentials in English or research-oriented disciplines in the social sciences. Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities will be considered. The ability to work within a team structure in a fast-paced work environment is essential.

GENERAL INSTRUCTIONS: Cover letters, resumes and applications may be submitted via email to cinglese@newberrycounty.net. This position will remain open until filled. Newberry County Employment Applications may be obtained by visiting www.newberrycounty.net/departments/human-resources or by obtaining a copy in the County Administrator's 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

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND NEWBERRY COUNTY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COUNTY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PAPAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.