

**EDGEFIELD COUNTY**

**JOB VACANCY: ADMINISTRATIVE ASSISTANT**

Edgefield County is seeking qualified applicants to fill the position of Administrative Assistant in the Building and Planning Department. Responsibilities include performing the necessary duties of secretarial, clerical, scheduling of work for the building inspectors and the Roads and Bridges Department, serves as administrative secretary to the Planning Commission. Duties include, research and data collection for building permits, issuing permits, site approval for any type of construction, printing and distributing information packets to customers, answers complaints from the public, and performs other related duties as assigned. Must exercise initiative and independent judgment in assigning and completing work. Must also exercise tact and courtesy when in contact with public officials, employees and the general public.

Preferred qualifications include a two-year associate's degree with 2 to 3 years' experience in a related field. Edgefield County will consider candidates with any combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job. This position requires a knowledge of building industry, planning and zoning regulations, and knowledge of current computer software programs. Applicants must also possess and maintain a valid South Carolina driver's license. Normal working hours are Monday – Friday 8:30 a.m. to 5:00 p.m. This position will remain open until filled by a qualified candidate. Salary based on experience.

Edgefield County conducts pre-employment drug testing, criminal background checks, DMV checks and credit checks on prospective employees. Applications may be obtained at the Edgefield County Government Building, 124 Courthouse Square, Edgefield, SC. or on our website at [www.edgefieldcounty.sc.gov](http://www.edgefieldcounty.sc.gov)

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