

**POSITION AVAILABLE  
(CLERK III)**

Colleton County Government is accepting applications for the position of Clerk III (Grant-Funded) in the Emergency Preparedness Agency. The successful candidate will under general supervision perform various diverse clerical duties for the Emergency Preparedness Agency. Duties will include typing, processing various records and reports, bookkeeping and filing. Responsible for logistics and organizing CERT trainings and events. Will also provide assistance with emergency preparedness planning and implementation.

Requires a high school diploma and some vocational school education/training in clerical/data processing/bookkeeping and one to two years of clerical experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. The successful candidate should possess strong communications and computer skills and the ability to work with the public in a pleasant manner. A corrected typing test of 35 words per minute (wpm) is required. Pre-employment drug screen and a satisfactory background check also required.

Submit applications at the nearest SC Works Office or the Colleton Career and Skills Center at 1085 Thunderbolt Avenue, Walterboro, SC 29488. The position will remain open until filled. Only qualified applicants will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

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**MINIMUM HOURLY RATE OF PAY: \$10.65**  
**FULL-TIME**  
**GRANT FUNDED**  
**SC STATE RETIREMENT & INSURANCE**