



103 ST. PHILIP STREET, CHAS SC 29403  
 JOB ANNOUNCEMENT NO: 17-068  
 DATE: October 2, 2017

<b>Position Title:</b> <b>Administrative Assistant,</b> <i><b>Meter Operations</b></i>		<b>Location:</b> <b>Hobson</b> (North Charleston)	<b>Status:</b> <b>Established Position,</b> <b>Full-time</b>
<b>Salary Range:</b> \$35,609.60 (\$17.12/hr) – \$53,393.60 (\$25.67/hr)	<b>Grade:</b> <b>106</b>	<b>Department:</b> Customer Service	<b>Hours:</b> 7:30 am - 4:00 pm

**APPLICATIONS ACCEPTED THROUGH TUESDAY, OCTOBER 17, 2017.**  
**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

**Position Summary:**

Under limited supervision, this position provides for the review and processing of many administrative functions associated with the daily operation of the respective department including but not limited to the verification and payment of invoices, purchase order variances, travel arrangements, monitors and maintains the Department ISO program and provides general support.

**Essential Functions:**

- Performs detailed office administrative responsibilities to include accounting, budgeting, payroll, invoices, accounts payable, requisitions/purchase orders, variances and miscellaneous checking.
- Monitors department budget and accounting details.
- Supports and assists in daily administrative duties.
- Composes and/or types correspondence, administration reports and forms.
- Operates office equipment, personal computer and related software in a network environment.
- Prepares monthly operating report.
- Assist in the preparation of annual budgets.
- Receives inquiries from the public by letter, phone, and in person, and furnishes information or directs inquiries to the proper source.
- Prepare business travel plans for staff
- Maintain departmental training records and information on PC using the network database
- Greet visitors and direct them to the appropriate person.
- Organize and file correspondence and other records.
- Regular attendance is required.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of CWS Environmental Management System Policy and Procedures.
- Maintains TMS database for all department associates.
- Serves as department Purchasing Card liaison.
- Prepares and maintains daily, weekly, & monthly reports on department activity.
- Assist in the Call Center on the ACD phone system.
- Assist in the Branch Offices as needed on the cash program with customer activity and balancing.

**Additional Duties**

- Assists in scheduling meetings, scheduling travel schedule and reservations.
- Make copies of necessary correspondence or other printed matter.
- Sets up and updates data spreadsheets.
- Routes incoming mail
- Attend EOC meetings in preparation for emergencies, i.e., hurricane, bad weather, etc.
- Work involves considerable public contact.

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- May represent superior on committee and in-house meetings.
- Maintains bulletin board.
- May be required to participate in Intra/Inter Departmental Cross Training.
- Performs other related duties as assigned.

### **Physical Requirements, Activities, and Working Conditions**

- Sedentary work exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly moves and transports objects.
- Must be able to remain in a stationary position 50% of the time.
- Visually observe and comprehend computer/terminal screens, reports and correspondence for data input and filing.
- Constantly operates a computer and other office productivity machinery such as but not limited to a telephone, calculator, fax, copier, scanner and/or microfilm reader / printer.
- Occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently positions self to maintain the filing systems and accessing bulletin boards.
- Must be able to communicate to exchange accurate information in writing, verbally and with a 2-way radio, to include comprehension of complex oral and written instructions.
- Ability to receive detailed information through written and oral communications.

### **Education and/or Experience**

- Associate Degree in Business Administration or related curriculum and two (2) years of progressive experience in administrative duties OR a combination of education and/or experience to total five (5) years. High school or GED preferred.
- Project-oriented experience desirable.
- Knowledge of business practices and procedures is required.
- Excellent English grammar, spelling and math skills required.
- Proficiency in Microsoft Office Software.
- Experience with SharePoint and databases preferred.
- Ability to understand and execute complex written and oral instructions.
- Must have excellent interpersonal, organizational and communication skills.
- Be familiar with engineering terminology.
- Basic knowledge of accounting techniques.
- Proficient in writing minutes and reports.
- Prior work record indicating dependability and conscientiousness.

### **Licenses, Certifications, Registrations**

- Certification in the International Association of Administrative Professionals (IAAP) desirable.

### **Training Needs:**

- OSHA and Departmental safety training as required.
- Skills Based Training.
- Standard Operating Instruction (SOI) per department requirements.
- ISO 14001 standards for department and company.
- See Department Competency and Training Matrix for this position.

### **Potential Career Path:**

**ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT THE COMMISSION DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.**

- Administrative Supervisor
- Executive Assistant

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**Computer Skills: Advanced**

To perform this job successfully, an individual should have a working knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.

**Mathematical Skills: Intermediate**

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to calculate figures such as discounts, interest, area, circumference and percentages with or without a calculator.

**Supervisory Responsibilities: None**

This job has no supervisory responsibilities.

**Safety Sensitive Position: No**

**Decision-making Authority: Procedural (Non-Exempt)**

Follows general policies and procedures and makes regular decisions impacting subjects or employees under their responsibility. The employee may collect data, establish facts and draw conclusions on which to base decisions. The decisions affect the immediate workgroup or customer involved and may impact the operations of the division or organization. Decisions may be reviewed and reversed by a higher authority.

**Reasoning Ability: Intermediate**

Ability to apply common sense understanding to carry out general written or oral instructions where only limited standardization exists. Ability to interpret a variety of general instructions furnished in written, oral, diagram or schedule form.

**Language Skills: Intermediate**

Ability to comprehend general instructions. Ability to read and understand safety manuals, operating and maintenance instructions and procedure manuals. Ability to write routine reports and business correspondence. Ability to effectively present information in small group situations with coworkers and the general public. Ability to respond to common inquiries or complaints from the general public.

**Environmental Sensitive Position: No**

**NOTE:** THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL OR STATE LAW.