

**Marlboro County Government is currently seeking an individual as an Administrative Assistant.**

Position requirements include, but are not limited to:

- AS degree in Secretarial Science or bachelors degree or 4 years experience in office management
- Ability to work well with the public
- Good computer skills and ability to perform all windows based applications website maintenance and social media skills
- Good oral and written communication skills
- Math and Accounting skills a plus
- Ability to complete assignments under limited supervision

Applications will be accepted at SC Department of Employment and Workforce Center Highway 9 West Bennettsville, SC through Friday December 7, 2012

EOE