

Marlboro County Government

Marlboro County Government is currently seeking an individual as a Clerk to Council/Office Assistant.

Position requirements include, but are not limited to:

- High School diploma or equivalent with 5 years Administrative and or secretarial experience.
- Ability to work well with the public
- Excellent computer skills and ability to perform all windows based applications
- Good oral and written communication skills and ability to interact with various departments
- Experience in website development and maintenance
- Ability to complete assignments under limited supervision

Applications will be accepted at SC Marlboro County Government Human Resource Department * 205 East Market Street, Bennettsville, SC. Job remains open until filled.

EOE