

Union County is posting the below job opening on behalf of the 16th Circuit Solicitor's Office, this is a State funded position. Union County is not responsible for the hiring of this position and the successful candidate will not be an employee of Union County.

The Union County Solicitor's Office is accepting applications for an Administrative Assistant. Position requires an Associate Degree or a high school diploma/GED with one (1) year clerical or administrative experience. Must have computer experience, general knowledge of office machines, and should be able to meet the public and perform under pressure in a busy office environment. This is a state funded position assigned to Union County. Annual Salary will be \$38,000. Please mail resume with cover letter to the Union County Solicitor's Office, PO Box 60, Union County, SC 29379. Resumes will be accepted by the Union County Solicitor's Office through 5:00 p.m. on September 30, 2022. The Union County Solicitor's Office is an equal opportunity employer, does not discriminate on the basis of handicapped status, and the provisions of its programs, services, employment and personnel practices are in keeping with Section 504 of the Rehabilitation Act of 1973, as amended.
