PLACE YOUR AD TODAY, CALL AMANDA! P: 843-549-2586 • F: 843-549-2446 • pressclass@lowcountry.com

# Thursday, July 23, 2020



\$10.00 (25 words or less)

# **Business Ads:** \$25.00

(25 words or less)

### Addt'l Words: 20¢ per word

### **ASK ABOUT OUR HEAVILY DISCOUNTED RATES FOR MULTIPLE RUNS!**

### 1<sup>st</sup> week of each month!

**Buying? Selling? Relocating?** Need **Repairs? Home** Services? Legal Help? The Address is where you need to look, first. Be sure to pick up the latest copy the first week of each month at convenience stores, real estate offices, hotels, or **The Press and Standard** office.



construction drawings \* Knowledge of Auto Cad and/or **Chief Architect** \* Minimum education - High School Diploma Please deliver resumes in person at 1374 Bells Highway, Walterboro, SC 29488 or by email to leigh@cookdesignstudios.com. (7/30)

experience

\* Ability to read and understand

# PART-TIME MAINTENANCE

CARETAKER needed for Edisto Terrace Apartments. Pay is \$15.50/hour for approx. 20 hrs/ wk, day time hours preferred. Basic knowledge of painting, plumbing and carpentry needed. Some yard work required. Must have dependable transportation and own basic hand tools. Credit, background check and drug test required. Please fax letter of interest to "Maintenance Caretaker for Walterboro" at (843) 665-0555, Attn: Tracy Young or call (843) 662-1771, ext. 526. Equal Opportunity Employer. (7/30)



### **REPAIR/MAINTENANCE**

### **BOY SCOUT COMPENSATION**

consultation: 844-524-2197

**FUND** - Anyone that was inappropriately touched by a Scout leader deserves justice and financial compensation! Victims may be eligible for a significant cash settlement. Time to file is limited. Call Now! 888-985-1039

**DENTAL INSURANCE** from Physicians Mutual Insurance Company. Coverage for [350] procedures. Real dental insurance NOT just a discount plan. [Don't wait!] Call now! Get your FREE Dental Information Kit with all the details! 1-855-397-7030 www. dental50plus.com/60 #6258



### HOUSE

RUFFIN 3 BR, 1 Full Bath & 2 Half Baths. Asking \$249,900. Off-Street parking. Located at 846 Miracle Road, Ruffin. Home features brick veneer with some vinyl siding, sun room, family room w/fireplace, LR, dining area, utility room, ceiling fans, central heat and air, stove, refrigerator, washer, dryer, dishwasher, microwave, and back deck. Move-

around 70 years old looking for a place rent. 2 or 3 bedrooms, 1 or 2 baths. (does not need to be furnished) for reasonable price. No pets, no smoking, no drinking. Call 843-549-3471. (7/23)

LAND/LOTS

Retired Christian Gentleman

**MOBILE HOME LOT FOR RENT. City water and** sewer. \$290 per month & \$290 security deposit. Call 843-562-6079. 908 Francis Street. (TFN)

HUNTING RIGHTS for lease 8-1-20 to 12-31-20, 55 acres on Buckner road near Islandton, SC and also 105 acres on Keegan Road near Walterboro North East of town. Insurance required write 218 Azalea Road, Walterboro, SC or phone 843-549-7203 to contact owner. Also about 5 acres North of Walterboro on Hwy 15. (7/23)

# **OWN LAND IN SOUTH**

**CAROLINA?** Our Hunters will Pay Top \$\$\$ To lease your land. Call now for free info packet 1-866-309-1507 www. BaseCampLeasing.com Promo Code: 261

> **MOBILE HOMES** FOR RENT



# MERCHANDISE

## **FURNITURE**

2 Leather Recliners (brown) Broyhill. \$550 for both. 1 Upholstered Recliner (blue). \$65 Call 843-898-3065 (7/30)

### **HOME SERVICES**

**DIRECTV** - Switch and Save! \$39.99/month. Select All-Included Package. 155 Channels 1000s of Shows/Movies On Demand. FREE Genie HD DVR Upgrade. Premium movie channels, FREE for 3 months! Call 1-844-624-1107

### **DIRECTV NOW.** No Satellite

Needed. \$40/month. 65 Channels. Stream Breaking News, Live Events, Sports & On Demand Titles. No Annual Contract. No Commitment. CALL 1-877-378-0180

### **DISH NETWORK \$59.99**

for 190 Channels! Blazing Fast Internet, \$19.99/mo. (where available.) Switch & Get a FREE \$100 Visa Gift Card. FREE Voice Remote. FREE HD DVR. FREE Streaming on ALL Devices. Call today! 1-877-542-0759

on Carpeting & Flooring. Call Today! 844-254-3873

a FREE in-home estimate

The Press and Standard

www.walterborolive.com

**OXYGEN** - Anytime. Anywhere. No tanks to refill. No deliveries. The All-New Inogen One G4 is only 2.8 pounds! FAA approved! FREE info kit: 833-833-1650

## Two great new offers from

AT&T Wireless! Ask how to get the new iPhone 11 or Next Generation Samsung Galaxy S10e ON US with AT&Ts Buy one, Give One offer. While supplies last! CALL 1-866-565-8453

### Eliminate gutter cleaning

forever! LeafFilter, the most advanced debris-blocking gutter protection. Schedule a FREE LeafFilter estimate today. 15% off Entire Purchase. 10% Senior & Military Discounts. Call 1-855-875-2449.



### **CARS/TRUCKS/VANS**

2000 BURGUNDY DODGE CUSTOM VAN FOR SALE. Asking \$2,600 firm. Call 803-942-2397. (7/28)



# **PLACE YOUR AD TODAY, CALL AMANDA!** P: 843-549-2586 • F: 843-549-2446 • pressclass@lowcountry.com

### www.walterborolive.com

# **DEADLINES**

The Press & Standard: Friday 4:00 p.m.

The Rockin' Shopper: Wednesday 4:00 p.m.

**REACHING MORE THAN** 90.000 IN PRINT AND MORE THAN 35,000 ON-LINE VIEWERS WEEKLY.

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# SERVICES

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Opportunities Money to Lend

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## **REAL ESTATE FOR SALE**

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# **REAL ESTATE FOR RENT**

Apartments Commercial



#### NOTICE TO CREDITORS OF ESTATES

All persons having claims against the following estates MUST file their claims on Form #371ES with the Probate Court of Colleton County, the address of which is Post Office Box 1036, Walterboro, SC 29488, within eight (8) months after the date of the first publication of this Notice to Creditors or within one (1) year from date of death. whichever is earlier (SCPC 62-3-801, et seq.) or such persons shall be forever barred as to their claims. All claims are required to be presented in written statements on the prescribed form (FORM #371ES) indicating the name and address of the claimant, the basis of the claim. the amount claimed, the date when the claim will become due, the nature of any uncertainty as to the claim, and a description of any security as to the claim Estate: ELIZABETH MAY SCHULTZ Date of Death: 2/12/2020 Case Number: 2020-ES-15-00153 Personal Representative(s): CATHERINE A. NEAL Address: 104 WHITE SAND LAND, RACINE, WI 53402 Co-Personal Representative(s): BENJAMIN E NEAL III Address: 104 WHITE SAND LANE, RACINE, WI 53402 Attorney, if applicable: NO ATTORNEY (7/16/3T)

NOTICE TO CREDITORS OF ESTATES

All persons having claims against the following estates MUST file their claims on Form #371ES with the Probate Court of Colleton County, the address of which is Post Office Box 1036, Walterboro, SC 29488, within eight (8) months after the date of the first publication of this Notice to Creditors or within one (1) year from date of death. whichever is earlier (SCPC 62-3-801, et seq.) or such persons shall be forever barred as to their claims. All claims are required to be presented in written statements on the prescribed form (FORM #371ES) indicating the name and address of the claimant, the basis of the claim, the amount claimed, the date when the claim will become due, the nature of any uncertainty as to the claim, and a description of any security as to the claim Estate: MARY ELIZABETH NORTH Date of Death: 3/25/2020 Case Number: 2020-ES-15-00157 Personal Representative(s): DAVID GREEN Address: 590 BROCKTOWN ROAD. COTTAGEVILLE, SC 29435 Attorney, if applicable: NO ATTORNEY (7/16/3T)

#### NOTICE TO CREDITORS OF ESTATES

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Case Number: 2020-ES-15-00127 Personal Representative(s): DONNA M. ADDISON Address: 60 ONNIE LANE, COTTAGEVILLE, SC 29435 Attorney, if applicable: E.W. BENNETT JR.

Address: POST OFFICE BOX 693, WALTERBORO, SC 29488 (7/23/3T)



All persons having claims against the following estates MUST file their claims on Form #371ES with the Probate Court of Colleton County, the address of which is Post Office Box 1036, Walterboro, SC 29488, within eight (8) nonths after the date of the first publication of this Notice to Creditors or within one (1) year from date of death whichever is earlier (SCPC 62-3-801, et seq.) or such persons shall be forever barred as to their claims. All claims are required to be presented in written statements on the prescribed form (FORM #371ES) indicating the name and address of the claimant, the basis of the claim, the amount claimed, the date when the claim will become due, the nature of any uncertainty as to the claim, and a description of any security as to the claim. Estate: JAMES HENRY TURNER Date of Death: 1/5/2020 Case Number: 2020-ES-15-00093

Personal Representative(s): BOLIVIA T. DAVIS Address: 12907 ST EDMUND WAY. MITCHELLEVILLE, MD 20721 Attorney, if applicable: NO ATTORNEY

> NOTICE TO CREDITORS OF ESTATES

(7/23/3T)

All persons having claims against the following estates MUST file their claims on Form #371ES with the Probate Court of Colleton County, the address of which is Post Office Box 1036, Walterboro, SC 29488, within eight (8) months after the date of the first publication of this Notice to Creditors or within one (1) year from date of death whichever is earlier (SCPC 62-3-801, et seq.) or such persons shall be forever barred as to their claims. All claims are required to be presented in written statements on the prescribed form (FORM #371ES) indicating the name and address of the claimant, the basis of the claim. the amount claimed, the date when the claim will become due, the nature of any uncertainty as to the claim, and a description of any security as to the claim Estate: JESSE DUBOISE BRABHAM JR Date of Death: 6/12/2020 Case Number: 2020-ES-15-00162

Personal Representative(s): MELILNDA H. ARANEO Address: 102 DOWLING AVENUE, WALTERBORO, SC 29488 Attorney, if applicable: NO ATTORNEY

(7/23/3T)

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### TRESPASS NOTICE

Notice is hereby given that the lands rented or owned by WILLIAM B. HERNDON, JR dba 609 ULMER LAKE DRIVE, WALTERBORO, SC 29488, Colletor County, South Carolina, are legally posted in accordance with the Section 16-11-600 as amended of the Code o Laws of South Carolina in 1976. Entry on said lands for the purpose of hunting, fishing or trespassing in any manner is hereby prohibited and all persons are warned not to enter thereon. Violators will be prosecuted to the full extent of the law (7/16/3T)

### NOTICE OF APPLICATION

given that CAMPBELL'S hereby Notice ENTERPRISE-FOODLAND, LLC intends to apply to the South Carolina Department of revenue for a license/permit that will allow the sale and OFF premises consumption of BEER & WINE at 199 IBELAND CREEK DRIVE, WALTERBORO, SC 29488. To object to the issuance of this permit/license, written protest must be received by the S.C. Department of Revenue no later

- than AUGUST 10, 2020. For a protest to be valid, it must be in writing, and should include the following information:
- (1) the name, address and telephone number of the person filing the protest; (2) the specific reasons why the application should

be denied: (3) that the person protesting is willing to attend a

hearing (if one is requested by the applicant); (4) that the person protesting resides in the same county where the proposed place of business is located

or within five miles of the business: and (5) the name of the applicant and the address of the premises to be licensed.

Protest must be mailed to: S.C. Department of Revenue, ATTN: ABL Section, P.O. Box 125, Columbia, SC 29214-0907; or faxed to: (803) 896-0110. (7/23/3T)

> STATE OF SOUTH CAROLINA COUNTY OF COLLETON IN THE COURT OF COMMON PLEAS CASE NO. 20-CP-15-00410

Frnest S. Palassis.

Plaintiff Vs. Edna F. Rittenberry and Michael A. Rittenberry, and JOHN DOE AND JANE DOE, representing the unknown Edna F. Rittenberry and Michael A. and Heirs of Edna F. Rittenberry and Michael A. Rittenberry. and RICHARD ROE AND MARY ROE, representir the Unknown minor and incompetent heirs Of Edna F Bittenberry and Michael A. Bittenberry Defendants

### SUMMONS

TO THE DEFENDANTS ABOVE NAMED: YOU ARE HEREBY SUMMONED and required to answer the Complaint herein, a copy of which is herewith served upon you, and to serve a copy of your Answer to this Complaint upon the subscriber at her office, 112 Forest Hills Road, Walterboro, South Carolina 29488 within thirty (30) days after service hereof, exclusive of the day of such service, and if you fail to answer the Complaint within the time aforesaid, the Plaintiff in this action will apply to the Court for the relief demanded in the Complaint and your failure to appear and defend shall result in a judgment by default being rendered against

#### NOTICE OF FILING AND NOTICE TO APPOINT **GUARDIAN AD LITEM**

### TO THE DEFENDANTS ABOVE NAMED:

you

(7/23/3T)

PLEASE TAKE NOTICE that in this action there was filed in the Office of the Clerk of Court for Colleton County on 6 July 2020, the Summons and Complaint, Petition of Appointment of Guardian ad Litem, and Order for Appointment of Guardian ad Litem.

YOU WILL FURTHER TAKE NOTICE THAT UNLESS THE DEFENDANTS WHO ARE UNKNOWN INFANTS OR PERSONS BEING UNDER DISABILITY COLLECTIVELY DESIGNATED AS RICHARD ROE OR someone on their behalf shall, within thirty (30) days after the service of the Order appointing a Guardian ad Litem upon them, procure the appointment of a Guardian ad Litem for said unknown infants or persons under disability, if any, the order appointing R. Morrison Payne, Esquire, of 501 E. Washington Street, Walterboro, SC 29488, as Guardian ad Litem will become absolute

Walterboro, South Carolin /s/Deborah B. Kane 3 July 2020 Deborah B. Kane Attorney for Plaintiff 112 Forest Hills Road POR Walterboro, SC 29488 (843)549-1060 (7/23/3T)

### **Place your Classified!** Call Amanda at 843-549-2586

Thursday, July 23, 2020

# **REQUEST FOR QUALIFICATIONS**

Colleton County requires disaster management, recovery, and consulting services to support the oversight and management of debris recovery contractors. Other services include, but are not limited to, facilitating communication with FEMA, FHWA, the State of South Carolina and other state, local and federal agencies. This solicitation also requests fixed price proposals from firms specializing in Debris Monitoring and Recovery Services. Documentation can be obtained from the County website: www. colletoncounty.org/bids-and-proposal-requests. All proposals are due by 11:00am, Tuesday, August 11, 2020.

# **REQUEST FOR QUALIFICATIONS**

Colleton County is seeking proposals from qualified contractors to provide "first push" emergency debris removal and disposal services throughout the County after a hurricane or other disaster. Services shall include, but is not limited to, roadway clearing and grading, tree clearing, crossline pipe replacement, material hauling and placement. All work must be completed within FEMA requirements and work documented accordingly. Documentation can be obtained from the County website: www.colletoncounty.org/bids-and-proposal-requests. All proposals are due by 11:00am, Wednesday, August 12, 2020.

# **REQUEST FOR QUALIFICATIONS**

Colleton County is seeking proposals from qualified contractors for Debris Management and Disaster Recovery Services. This RFP is for emergency debris clearance, debris/sand removal, beach restoration, temporary debris staging and reduction site management, and tree and limb removal. This solicitation will result in the selection of an experienced contractor to remove and lawfully dispose of disaster-generated debris from public property and public right-ofway's, and to setup and operate Temporary Debris Staging and Reduction Sites (TDSRS) in Colleton County immediately after a hurricane or other disaster. Documentation can be obtained from the County website: www.colletoncounty. org/bids-and-proposal-requests. All proposals are due by 2:00pm, Wednesday. August 12, 2020.

### TO THE PATIENTS OF: **Colleton Family Medicine** 302 Medical Park Drive, Suite 210 Walterboro, SC 29488 (843) 549-8444

Colleton Family Medicine will no longer be providing family medical care, effective July 31, 2020.

Please know that your healthcare needs continue to be our priority. If you do not have another physician and/or practice and need help finding one, you may call Colleton Medical Center's Consult-A-Nurse® at (843) 782-2525.

> Patient records will remain with the practice. If you wish to obtain your medical records, please call (843) 549-8444.

Public Notice of Candidate Filing **Colleton County School Board** Seats 1, 3, 5, and 7

NOTICE TO

SC 29201

(7/16/3T)

Homes Land Lots Mobile Homes

### **RESORTS/VACAYS**

**Resort/Vacation Deals** 

### **MERCHANDISE**

Appliances **Building Material** Buildings Electronics Exercise Equipment Furniture Homes Services Miscellaneous Items Plants & Produce Sporting Goods

### **SALES EVENTS**

Garage/Yard Sales Flea Markets Auctions

### AUTOMOTIVE

ATVs/Golf Carts Boats Campers/RV's for Sale Cars/Trucks/SUV's Farm/Lawn Machinery Motorcycles Parts

### PETS

Pets/Livestock

### LEGALS

Legal Notices

### OF ESTATES

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the amount claimed, the date when the claim will become due, the nature of any uncertainty as to the claim, and a description of any security as to the claim.

Estate: ROBERT LEE BRYANT Date of Death: 4/1/2020 Case Number: 2020-ES-15-00140 Personal Representative(s): YOLANDA S. BRYANT Address: 384 CROSS SWAMP ROAD, LODGE, SC 29082 Attorney, if applicable: ELBERT O. DUFFIE Address: POST OFFICE BOX 1215, WALTERBORO, SC 29488

(7/23/3T)

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Address: 41 WALNUT HILL DRIVE, OKATIE, SC 29909 Attorney, if applicable: PAUL N. SIEGEL Address: POST OFFICE BOX 1143, WALTERBORO, SC 29488

(7/23/3T)

### TRESPASS NOTICE

Notice is hereby given that the lands rented or owned by MELANIE K. FERGUSON dba 605 ULMER LAKE DRIVE, WALTERBORO, SC 29488, Colleton County South Carolina, are legally posted in accordance with the Section 16-11-600 as amended of the Code of Laws of South Carolina in 1976. Entry on said lands for the purpose of hunting, fishing or trespassing in any manner is hereby prohibited and all persons are warned not to enter thereon. Violators will be prosecuted to the ful extent of the law.

(7/16/3T)

### TRESPASS NOTICE

Notice is hereby given that the lands rented or owned by MELANIE K. FERGUSON dba 617 ULMER LAKE DRIVE, WALTERBORO, SC 29488, Colleton County South Carolina, are legally posted in accordance with the Section 16-11-600 as amended of the Code of Laws of South Carolina in 1976. Entry on said lands for the purpose of hunting, fishing or trespassing in any manner is hereby prohibited and all persons are warned not to enter thereon. Violators will be prosecuted to the full extent of the law

#### NOTICE OF SERVICE OF PROCESS BY PUBLICATION STATE OF NORTH CAROLINA LINCOLN COUNTY IN THE DISTRICT COURT 20 CVD 688

**CRYSTAL BAILEY** 

JESSICA SHULL & JOSE HERNANDEZ

### TO: JOSE HERNANDF7

Take notice that a pleading seeking relief against you has been filed in the above entitled action. The nature of the relief sought is as follows: Custody

You are required to make defense to such pleading no later than the 1st day of September, 2020, said date being 40 days from the first publication of this notice, and upo failure to do so, the party seeking service against you will apply to the Court for the relief sought

> Thomas J. Wilson, Jr Attorney for Plaintiff THOMAS J.WILSON, P.A. P.O. Box 737 Lincolnton, NC 28093 Telephone: 704.735.8013 NC State Bar No.: 12591 (7/23/3T)



Filing for candidates seeking School Board seats in the November 3, 2020 General Election opens at noon, Monday, July 20, 2020 and closes at noon, Monday, August 3. 2020.

### Filing location:

 Colleton County Voter Registration & Elections Office 2471 Jefferies Highwar Walterboro, SC 29488 843-549-2842

Filing hours:

• Weekdays: 8:00 a.m. - 5:00 p.m.

### Filing Forms and Fees:

- The Nonpartisan Statement of Intention of Candidacy Form is available under the "Candidate" tab at https://www.scvotes.gov and at the county elections office.
- Filing fees are paid at the time of filing. The filing fee is \$20.00. Checks should be made payable to Colleton County Election Commission.

State Ethics Filing:

- · Candidates are required to file a Statement of Economic Interests and a Campaign Disclosure online with the State Ethics Commission at https://ethics.sc.gov.
- · Failure to file these documents may result in a candidate fine but will not disqualify a candidate from the election. Contact the State Ethics Commission for more information.

# **POSITION AVAILABLE** (BUSHCUTTER/OPERATOR)

Colleton County Government is accepting applications for the position of Bush Cutter/Operator in the Roads & Bridges Department. The successful candidate will under direct supervision operate the bush cutter machine that is used to clear/cut bushes and limbs from county maintained roads' right-of-ways.

Requires a high school diploma with some experience in operating medium and heavy-duty equipment: or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid driver's license and submit a 3-year driving record. Pre-employment/ random drug screen and satisfactory background check also required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488 or email resume to jobs@colletoncounty.org. The position will remain open until filled. Only qualified applicants will be considered for an interview. Colleton County Government is an Equal Opportunity Employer.

PLACE YOUR AD TODAY, CALL AMANDA!

P: 843-549-2586 • F: 843-549-2446 • pressclass@lowcountry.com

Thursday, July 23, 2020

# **POSITION AVAILABLE** (EDISTO LIBRARIAN)

Colleton County Government is accepting applications from qualified individuals for the part time position of Edisto Librarian. The successful candidate will be responsible for staffing and operating the Edisto Beach Library Station for variable hours per week. Additional duties will include maintaining statistical records, and providing general library services to patrons under general supervision. The position reports to the County Librarian.

Applicants should possess an Associates Degree in Business or Liberal Arts and three to five years of public library experience with some supervisory experience; or any equivalent combination of education and experience, which provides the required knowledge, skills, and abilities. A valid driver's license, a pre-employment drug screen and a satisfactory background check are also required.

Submit applications/resumes at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488 or email to jobs@colletoncounty.org. The position will remain open until filled. Only qualified candidates will be considered for an interview. Colleton County Government is an Equal Opportunity Employer.

# **POSITION AVAILABLE** (LABORER)

Colleton County Government is accepting applications from qualified individuals for Laborers in the Roads and Bridges Department. Under general supervision the successful candidate will assist in maintaining County roads; must be willing and able to do hard work.

Requires a high school diploma and a valid driver's license. Please submit a 3-year driving record. Pre-employment/ random drug screen and satisfactory background check also required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488 or email resume to jobs@colletoncounty. org. The position will remain open until filled. Only qualified applicants will be considered for an interview. Colleton County Government is an Equal Opportunity Employer.



EMPLOYMENT OPPORTUNITY **CITY OF WALTERBORO PARKS DEPARTMENT LABORER/PARK ATTENDANT** 

The City of Walterboro has one (1) opening for a Laborer/Park Attendant in the Parks Department.

- The successful candidate will be under general supervision and will be responsible for edging, weed eating, trail maintenance, removing trash, maintaining appropriate equipment etc.
- Landscaping & irrigation experience preferred but not necessary.
- · Applicant must have a High School Diploma or equivalent with a valid S.C. Driver's License.
- · Candidate must be able to pass a pre-employment drug screen and background check.
- Salary Range dependent upon qualifications \$20902 \$34047 • Please provide a 3 year driving record with application

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The City of Walterboro is an Equal Opportunity Employer.



## **EMPLOYMENT OPPORTUNITY CITY OF WALTERBORO CITY MANAGER'S OFFICE CITY CLERK**

The City of Walterboro has (1) opening for a City Clerk in the City Manager's Office.

Job Duties include but are not limited to:

- Giving notice of City Council meetings to its members and the public, preparing, posting agenda, attending regular and special called meetings, recording votes of the Council members, and keeping minutes of the City Council meetings.
- Maintaining and filing all original ordinances adopted and minutes approved by City Council in a record book, including the maintenance of the Code of Ordinances of the City of Walterhoro
- Providing administrative support to the City Manager and City Council.
- Receiving and referring citizen complaints (or handling them, if appropriate).
- Safekeeping of municipal legal documents and records.
- Handling public records requests pursuant to the Freedom of Information Act.
- · Providing clerical or other appropriate assistance during elections to the Municipal Election Commission.
- Other job duties as assigned.

Qualifications:

- · Combination of education and experience and four years of increasingly responsible administrative experience. Certification as a Municipal Clerk desired.
- Valid SC class D driver's license.
- Must be able to pass a pre-employment drug screen and background check.

### Salary:

Commensurate with experience.

### Deadline:

• Open until filled

Applications may be obtained online at www.walterborosc.org. Completed applications/ resumes may be mail to Angela Roberson, City of Walterboro, 300 Hampton St., Walterboro, SC 29488, or emailed to aroberson@walterborosc.org. Resumes alone will not be accepted.

The City of Walterboro is an Equal Opportunity Employer.

mail: teresa2me@yahoo.com

Walterboro, SC 29488





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