



**PRINCE GEORGE COUNTY, VIRGINIA**  
invites applications for the position of:

## **Administrative Support Specialist II - Comm Corrections**

**SALARY:** \$30,956.00 - \$46,434.00 Annually

**OPENING DATE:** 07/07/20

**CLOSING DATE:** 08/10/20 05:00 PM

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Riverside Community Corrections is seeking currently qualified applicants for the position of Administrative Support Specialist II. This position will be responsible for receiving, screening and processing telephone calls; assisting the public; scheduling appointments; typing, word processing and data processing duties; maintaining records and files; preparing reports.

### **QUALIFICATION REQUIREMENTS:**

Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to type and transcribe dictation at a reasonable rate of speed; ability to operate standard office and personal computer equipment; skill in the use of personal computer software; ability to establish and maintain effective working relationships with associates and the general public.

### **SPECIAL REQUIREMENTS:**

Any combination of education and experience equivalent to graduation from high school and considerable office assistance experience.

### **ADDITIONAL INFORMATION:**

May require possession of or ability to obtain specific certifications depending on departmental assignment.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.princegeorgecountyva.gov/>

Position #ASSIICC072020  
ADMINISTRATIVE SUPPORT SPECIALIST II - COMM CORRECTIONS  
WJ

Prince George County  
6602 Courts Drive  
Prince George, VA 23875  
804.722.8669

[hr@princegeorgecountyva.gov](mailto:hr@princegeorgecountyva.gov)

### **Administrative Support Specialist II - Comm Corrections Supplemental Questionnaire**

\* 1. Do you have at least two years of experience in a clerical working environment?

- Yes  
 No

2. If you answered "Yes" to Question #1, please explain your experience.

\* 3. Do you possess a high school diploma or GED?

Yes

No

\* 4. Do you have experience working with the Microsoft Office Suite?

Yes

No

5. If you answered "Yes" to question #4, please explain your experience.

\* 6. Do you have data entry experience?

Yes

No

7. If you answered "Yes" to question #6, please explain your experience.

\* Required Question