



## **Security Receptionist, Part-Time**

**Hourly pay up to \$16.50, based on qualifications.**

Botetourt County is recruiting for multiple part-time **Security Receptionists** to join our Administration team. These are part-time positions with regular, daily shifts in the morning or afternoon. Leave benefits are available depending on the number of hours worked per week.

The Security Receptionist is the first person who visitors meet when entering the Botetourt County Administration Center and represent the County government to the public. The people in this position perform duties to promote the safety, security, and well-being of employees and visitors to the Center. Success in this position requires excellent people skills and an ability to assess interpersonal situations quickly and appropriately.

### **This position requires experience with:**

- Greeting the public and directing them where they need to go
- Performing security checks and assessing the possible threat of various situations
- Investigating disturbances and following policies and procedures for appropriate responses

### **Thorough Knowledge of:**

- Customer service and security best practices
- Developing and fostering strong interpersonal relationships
- Available resources to the visiting public
- Safety and security policies and procedures for the Administration Center

### **Education and Experience:**

- High School Diploma or Equivalent
- Certification or security/law enforcement experience or 911 dispatch center experience, strongly preferred
- Minimum 2 years' experience in a similar position, preferred
- Knowledge of security operations and procedures, preferred
- Effective communication skills both verbal and in writing

Go to [www.botetourtva.gov](http://www.botetourtva.gov) for application, complete job description and benefits summary.

**A completed application form is required to be considered for the position.**

The Botetourt County Administration Center is located in Daleville, an easy 20-minute commute from downtown Roanoke.

Positions will remain open until filled.

Botetourt County is an Equal Opportunity Employer.