



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

Call Center Operator - Part Time Temporary

SALARY: \$12.86 Hourly

OPENING DATE: 04/14/21

CLOSING DATE: Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The County of Prince George is seeking qualified applicants for the call center that has been developed to assist the Crater Health District with answering questions regarding COVID vaccinations and assisting with scheduling the vaccinations. There will be no in-person interaction with the public and this position does not come into contact with COVID vaccination sites. This position will work in the designated call center as needed. Candidates must be able to work Monday through Friday from 9 a.m. until 5 p.m.

QUALIFICATION REQUIREMENTS:

General knowledge of operating a phone system; general keyboarding skills, ability to operate a personal computer and related equipment; ability to deal courteously with the public and to establish and maintain effective working relationships with associates and the general public.

SPECIAL REQUIREMENTS:

Pre-employment drug testing and criminal background check, including fingerprinting required.

ADDITIONAL INFORMATION:

To apply online visit www.princegeorgecountyva.gov. To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

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

Position #CCP042021
CALL CENTER OPERATOR - PART TIME TEMPORARY
WJ

Prince George County
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