



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

Coordinator, Animal Adoption Services

SALARY: \$30,956.00 - \$46,434.00 Annually
OPENING DATE: 06/23/21
CLOSING DATE: Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prince George County is currently seeking qualified candidates for the position of Coordinator, Animal Adoption Services with Animal Control. 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. Applicant must have 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 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.

QUALIFICATION REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school and considerable office assistance experience. Experience with website management, social media and traditional marketing. Minimum of two years' experience in communications and marketing preferred. Animal welfare experience preferred.

SPECIAL REQUIREMENTS:

Must be able to pass a background check and drug test. Must have flexibility to work weekends, special events and holidays as needed.

ADDITIONAL INFORMATION:

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

Position #CAAS062021
COORDINATOR, ANIMAL ADOPTION SERVICES
WJ

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

hr@princegeorgecountyva.gov

Coordinator, Animal Adoption Services Supplemental Questionnaire

* 1. Do you have experience working with animals?

- Yes
 No

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

* 3. Do you have at least 3 years experience working in a clerical environment?

- Yes
 No

4. If you answered "Yes" to Question #3, please explain your experience.

* 5. Are you willing to assist with impounding animals and cleaning animal holding areas on occasion?

- Yes
 No

* 6. Do you possess a high school diploma, GED or equivalent?

- Yes
 No

* 7. Are you willing to work Saturdays on occasion as the job may require?

- Yes
 No

* Required Question