



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

Administrative Support Specialist - PTT

SALARY: See Position Description

OPENING DATE: 10/21/21

CLOSING DATE: Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prince George County is currently seeking qualified applicants for the position of Administrative Support Specialist - PTT for Animal Services. This position will be responsible for receiving, screening and processing telephone calls, assisting the public, scheduling appointments, typing, date processing duties, maintaining records and files and preparing reports.

Hourly Salary: \$12.00

QUALIFICATION REQUIREMENTS:

Candidate must possess thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; 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. Candidates must possess any combination of education and experience equivalent to graduation from high school. Must be willing to assist with impounding animals and cleaning animal holding areas on occasion. Experience working with animals is preferred.

SPECIAL REQUIREMENTS:

ADDITIONAL INFORMATION:

Must be able to successfully complete required job related testing. Pre-employment drug testing and comprehensive criminal background check, to include fingerprinting, required.

To apply online visit our website at 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 #ASSPTT102021
ADMINISTRATIVE SUPPORT SPECIALIST - PTT
WJ

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

hr@princegeorgecountyva.gov

Administrative Support Specialist - PTT Supplemental Questionnaire

* 1. Have you ever been convicted of a felony?

Yes

No

* Required Question