



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

## **Office Manager - Sheriff**

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**SALARY:** \$41,426.00 - \$64,211.00 Annually

**OPENING DATE:** 12/06/21

**CLOSING DATE:** Continuous

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

The Prince George County Sheriff's Department is currently seeking qualified applicants for the position of Office Manager-Sheriff. This position is responsible for receiving, screening and processing telephone calls; assisting the public; scheduling appointments; typing, word processing and data processing duties; maintaining complex and/or confidential records and files; preparing reports.

For the complete job description, click [here](#).

### **QUALIFICATION REQUIREMENTS:**

Thorough knowledge of standard office practices, procedures, equipment and secretarial 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 prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; skill in the use of personal computer hardware and software and general office equipment; 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 extensive office assistance experience.

### **ADDITIONAL INFORMATION:**

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

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

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

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### **Office Manager - Sheriff Supplemental Questionnaire**

\* 1. Do you have any VCIN experience?

- Yes
- No

2. If you answered "Yes" to question number 1, please explain your experience.

\* 3. Do you have any budgeting experience?

- Yes
- No

4. If you answered "Yes" to question number 3, please explain your experience.

\* Required Question