



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

Administrative Support Specialist II - DSS

SALARY: \$32,504.00 - \$48,756.00 Annually

**OPENING
DATE:** 01/10/23

**CLOSING
DATE:** Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prince George County Department of Social Services is currently accepting applications for the position of Administrative Support Specialist II. This front desk position will be involved in a wide spectrum of duties providing clerical support to Benefits Programs, Family Services and Administrative staff. The outlined duties include greeting walk-in customers, answering, and forwarding calls to appropriate staff, processing and scanning daily mail, ensuring accuracy and completeness of applications; scheduling appointments for clients applying for benefits, entering data through Application Registration into VaCMS and DARS software systems, preparing reports; typing, word processing and data processing duties; assisting clients. The ability to maintain confidentiality is required.

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

QUALIFICATION REQUIREMENTS:

Thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic ability to type accurately at a reasonable rate of speed; ability to make arithmetical calculations; ability to operate standard office equipment; ability to interact positively with difficult or hostile members of the public; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates, clients and the general public; excellent customer service skill is required. Knowledge of department programs and policies preferred.

SPECIAL REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school including or supplemented by courses in typing and considerable clerical experience.

ADDITIONAL INFORMATION:

Work may be required at times, outside of normal business hours to accommodate the needs of the client.

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 #ASSII012023
ADMINISTRATIVE SUPPORT SPECIALIST II - DSS
WJ

Prince George County
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Prince George, VA 23875
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