



## Prince George County, Virginia Coordinator, Animal Adoption Services

<b>SALARY</b>	\$38,712.00 - \$60,004.00 Annually	<b>LOCATION</b>	County of Prince George, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	CAAS042024
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	04/24/2024
<b>CLOSING DATE</b>	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

To apply online visit the website at [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov). To be considered for this position, applicants must submit a County application. Applications should be submitted online. For additional information, please call (804) 722-8669. EOE.

**Agency**

**Address**

Prince George County, Virginia

Prince George County  
6602 Courts Drive  
Prince George, Virginia, 23875

**Phone**

804.722.8669

**Website**

<http://www.princegeorgecountyva.gov/>

**Coordinator, Animal Adoption Services Supplemental Questionnaire**

**\*QUESTION 1**

**Do you have experience working with animals?**

- Yes
- No

**QUESTION 2**

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

**\*QUESTION 3**

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

- Yes
- No

**QUESTION 4**

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

**\*QUESTION 5**

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

- Yes
- No

**\*QUESTION 6**

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

- Yes
- No

**\*QUESTION 7**

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

- Yes
- No

**\* Required Question**