



Prince George County, Virginia

On-Call Administrative Support Specialist II/III

SALARY	See Position Description	LOCATION	County of Prince George, VA
JOB TYPE	On-Call	JOB NUMBER	OCASS042024
DEPARTMENT	County Administration	OPENING DATE	04/29/2024
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

Prince George County is currently accepting applications for an On-Call Administrative Support Specialist II and III. This on-call support position will be responsible for providing clerical support to staff; receiving and processing incoming calls and visitors, providing information, preparing and maintaining records and files and other related tasks as required. This on-call position will work with all County Government departments and the incumbent will need to be available as needed Monday through Friday between 8:30 a.m. - 5:00 p.m.

Salary:

Level II - \$16.56/hr.

Level III - \$18.61/hr.

Qualification Requirements

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; thorough knowledge of departmental programs and policies; ability to type and transcribe dictation accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to follow oral and written instructions; 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 including or supplemented by courses in computers and word processing and some office assistance experience. Prior customer service experience is necessary for this position. Prior Local Government experience is highly desired.

Additional Information

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.

Agency

Prince George County, Virginia

AddressPrince George County
6602 Courts Drive
Prince George, Virginia, 23875**Phone**

804.722.8669

Website<http://www.princegeorgecountyva.gov/>**On-Call Administrative Support Specialist II/III Supplemental Questionnaire*****QUESTION 1****Are you available to work in an on-call capacity Monday through Friday from 8:30 am to 5 pm?**

- Yes
- No

QUESTION 2*How many years of customer service experience do you have?**

- None
- 1 - 3 years
- 4 - 6 years
- 7 or more years

*** Required Question**