



Prince George County, Virginia

## Administrative Support Specialist II - DSS

<b>SALARY</b>	\$37,799.00 - \$58,588.00 Annually	<b>LOCATION</b>	County of Prince George, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	ASSII072025
<b>DEPARTMENT</b>	Social Services	<b>OPENING DATE</b>	07/25/2025
<b>CLOSING DATE</b>	Continuous		

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### 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, 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 \(Download PDF reader\)](#).

### Qualification Requirements

Thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and 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 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](http://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.

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**Employer**

Prince George County, Virginia

**Address**

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

**Phone**

804.722.8669

**Website**

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