



Prince George County, Virginia Administrative Support Specialist III - DSS

SALARY	\$40,067.00 - \$62,104.00 Annually	LOCATION	County of Prince George, VA
JOB TYPE	Full-Time	JOB NUMBER	ASSIII032026
DEPARTMENT	Social Services	OPENING DATE	03/25/2026
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

Prince George County Department of Social Services is currently seeking qualified applicants for the position of Administrative Support Specialist III. This position will be responsible for fiscal processes to include, accounts payable, data entry in agency financial system (Thomas Brothers), debt set off, preparing financial reports (i.e. monthly payment reports, EFT reports and LASER reconciliation reports), assisting the public through issuance of EBT and EBT Coordinator, backup support to the front desk and Administrative Manager, scheduling appointments, clerical support for administrative unit, maintaining complex and/or confidential records and files to include records management and retention, serve as local security officer, and clerical support for Social Services Advisory Board.

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

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. For additional information, please call (804)722-8669. EOE.

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/>