Prince George County, Virginia

Administrative Support Specialist II - DSS

SALARY	$37,799.00 - $58,588.00 Annually	**LOCATION**	County of Prince George, VA
JOB TYPE	Full-Time	**JOB NUMBER**	ASSII042026
DEPARTMENT	Social Services	**OPENING DATE**	04/08/2026
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, 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. 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.

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/