

**Job Opportunity**

**Amelia county Parks and Recreation Department**

**Field/Concession/Clerical**



The County of Amelia is currently hiring for 2 part time Field/concession/Clerical workers. Applicant must have working knowledge of basic office procedures and good computer skills. The candidate will be dealing directly with the public, therefore good verbal and written communication skills are essential. The job requires being able to work rotating shifts and being flexible for scheduling. Other duties may include concession and field assignments . All applicants must possess and maintain a valid Virginia driver's license. Application may be completed online at [www.ameliacova.com](http://www.ameliacova.com) and application are also available at the Amelia County Administration Office on 16360 Dunn Street, suite 101, PO Box A Amelia, VA 23002. All application should be return to the above address. Position will remain open until filled. Equal Opportunity Employer.