

Job Title	Office Associate II (Amelia)
Hiring Range	Minimum salary is \$23,003 but may be higher based on qualifications
Job Type	Full-Time (Salaried)
Location	Amelia - 007
Job Posting Number	1044689
Job Description	<p>Office Associate II is the full performance level in the occupational group for Office Associates. This position acts as the primary receptionist for the front desk. Meets and greets clients, answers phone and transfers calls to the appropriate staff person, mails out applications as requested, records monies and writes receipts, maintains forms and supply cabinets and orders all forms needed, makes copies and/or scans copies of receipts and verifications dropped off, faxed or mailed from clients, opens and distributes mail as needed, determines postage and stamps mail, performs office opening and closure procedures, tracks and performs EBT card issuance, provides coverage for other workers as needed, serves as lead clerk for Voter Registration, performs other duties as assigned by the office manager and/or the director and keeps abreast of policies and procedures on a regular basis. Employee shall be required to drive an agency vehicle as needed.</p>
Minimum Qualifications	<p>Working knowledge of: office and administrative practices, policies and procedures as related to assigned program and office support activities; spelling, grammar and punctuation; office terminology, procedures, and equipment technology and office software programs; and mathematics to calculate percentages, formulas and averages to solve mathematical problems. Some knowledge of: elementary bookkeeping and accounting. Skill in operating a personal computer, printer, scanner, and a variety of standard office machines and equipment.</p> <p>Demonstrated ability to organize information and develop/maintain records in various formats; communicate effectively both orally and in writing; follow written and oral instructions; multi-task; establish and maintain effective working relationships with coworkers, customers, other public and private agencies, and the public sometimes under stressful situations; collect and disseminate information; make computations with speed and accuracy; file alphabetically or numerically; proofread; type from clear copy or draft; make minor decisions in accordance to regulations and established practices; advise and interpret policies and procedures in researching and resolving inquiries, requests and complaints.</p>
Preferred Qualifications	<p>High school diploma supplemented with related clerical or administrative experience in social services or related field OR any equivalent combination of training and experience which provides the required knowledge, skills and abilities.</p> <p>Working knowledge of Virginia Department of Social Services Programs; Considerable knowledge of: office and administrative practices, policies and procedures as related to assigned program and office support activities; Administrative experience in social services; Experience with agency related software.</p>
Special Requirements	<p>All applicants may be subject to a DMV/driving record check, pre-employment drug screen, and CPS and Criminal History Search.</p> <p>The investigation may include: fingerprint checks (State Police, FBI); local agency checks; employment verification; verification of education (relevant to employment); credit checks; and other checks requested by the hiring authority.</p>

Employee must be willing to work in community emergency shelter in the event of a natural disaster or emergency.

Applicants are encouraged to provide a complete listing of work experience and qualifications on the application. Applications for this position must be submitted electronically through this website.

Mailed, emailed, faxed, or hand delivered applications and résumés will not be accepted.

A face to face interview is necessary to be considered for this position.

This website will provide a confirmation of receipt when the application is submitted for consideration. Consideration for an interview is based solely on the information within the application.

Please refer to your RMS account for the status of your application and this position.

Applications must include complete work history, including periods of unemployment if applicable

**Special
Instructions to
Applicants**

Job Open Date 11/02/2018

Job Close Date 11/09/2018

**Quicklink for
Posting**

<http://virginiajobs.peopleadmin.com/postings/129444>