

Office Associate II (Amelia County Department of Social Services)	
Hiring Range	Starting salary is \$22,663 but may be higher based on your qualifications
Job Type	Full-Time (Salaried)
Job Description	<p>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: spelling and punctuation, grammar and basic English; basic arithmetic; office etiquette, office methods and procedures; agency's office and administrative practices, policies, rules and procedures to include completion of forms and format; and office software along with the ability to learn agency-specific mainframe applications.</p> <p>Skill in: operating personal computer and associated business (MS Word, Excel, etc.) and agency software; and operating calculator and other office machines.</p> <p>Demonstrated ability to: work well with others; perform basic mathematics; communicate effectively both orally and in writing; follow written and oral instructions; file accurately; research files and organize information; understand, apply, and communicate office policies, procedures and services; multi-task; keep office records and logs; proofread; deal with others using tact and courtesy; and developing good relationships with public, customers, and co-workers.</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>Knowledge of elementary bookkeeping and accounting.</p> <p>Extensive customer service experience.</p>
Special Requirements	<p>All applicants may be subject to DMV/driving record check, pre-employment drug screen, Central Registry (CPS) check and/or criminal history search.</p> <p>The investigation may include: fingerprint checks (State Policy, FBI), local</p>

	<p>agency checks, employment verification and references, verification of education (relevant to employment), credit checks (relevant to employment) and other checks requested by the hiring authority.</p> <p>Employee must be willing to work in the community emergency shelter in the event of a natural disaster or emergency.</p>
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Special Instructions to Applicants	<p>Applications for this position must be submitted electronically through this website. Mailed, e-mailed, faxes or hand delivered applications will not be accepted.</p> <p>Applications must include complete work history, including periods of unemployment if applicable.</p> <p>This website will provide a confirmation receipt when the application is submitted for consideration.</p> <p>Consideration for an interview is based solely on the information within the application.</p> <p>Please refer to your RMS account for the status of your application and this position.</p>
Contact Email	martha.pullen@dss.virginia.gov
Agency Physical Address	16360 Dunn Street, Suite 201 Amelia Court House, VA 23002

Posting Information

Job Posting Dates	01/12/2018-01/19/18
Quicklink to Access Posting	http://virginiajobs.peopleadmin.com/postings/98501