



## Montgomery County Sheriff's Office

### **Office Specialist, Class Code 11**

The Montgomery County Sheriff's Office is accepting applications for the position of Office Specialist. Primary duties include serving as a team for 24/7/365 front door monitor to assist and direct visitors within the facility. Essential functions include but are not limited to: process NIC and VCIN entries, assist deputies researching criminal justice databases, maintain VCIN compliance for criminal history and DMV database protocols, process backgrounds for concealed weapon permits, collect monies for background investigations, and provide customary administrative support to deputies and other MCSO staff.

Montgomery County offers an excellent benefit package including VRS retirement, paid vacation, sick leave, holidays, and health insurance. Starting salary \$29,543+ DOQ. Preference given for Certified NCIC/VCIN Operator, Criminal Justice database experience.

Applications and eligibility requirements are available at the Sheriff's Office or on our website at [www.montgomerycountyva.gov](http://www.montgomerycountyva.gov) under the Sheriff's Office "employment" tab. Applications will be accepted until **5:00 pm, Tuesday, October 16, 2018**. Anyone having questions regarding these positions should contact Chief Deputy Brad St Clair at (540) 382-6915.