

# MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT  
MONTGOMERY COUNTY • VIRGINIA  
WWW.MONTGOMERYCOUNTYVA.GOV



755 ROANOKE ST, SUITE 2D  
CHRISTIANSBURG, VA 24073  
PHONE: 540.394-2007

## **HUMAN SERVICES ASSISTANT I - #540144-3** (Reception/Switchboard/Clerical Support)

COUNTY OF MONTGOMERY  
Department of Social Services

Position available to support the Montgomery County Department of Social Services Agency in answering phones, greeting the public, providing general clerical support for agency staff. Position requires high degree of communication and organizational skills, computer skills, customer service, ability to learn various program details, and the ability to multi-task. This is a 40 hour per week position with benefits. Previous clerical/customer service experience preferred.

Starting Salary \$24,305/yr. with excellent benefits (paid health, dental and vision, life, disability, retirement, flex spending, wellness program, and more). Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **Thursday, March 7, 2019** to be considered. For more information, contact the Montgomery County Job Line at 540.394.2010. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007

Montgomery County, VA is an Equal Opportunity Employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.