



ADMINISTRATIVE ASSISTANT

Montgomery County Public Information Office

#110205-1

Montgomery County Public Information Office has an exciting full-time opportunity available for Administrative Assistant. Essential duties include but are not limited to: providing administrative support/administrative duties in a fast-paced environment for the Public Information Office; serving as first customer service point of contact for in-person visitors and departmental callers to the Montgomery County Government Center; handling confidential documents and information; managing files; handling invoice processing and payments; and similar duties as needed.

High School Diploma/GED equivalent with at least one year of related coursework required; Associate degree preferred. Successful candidate will have minimum of 2 years prior experience in administrative support; ability to manage multiple priorities simultaneously, possess demonstrated initiative and sound judgment/critical-thinking skills. Requires working knowledge of office management, strong communication and interpersonal skills, and ability to maintain high level of accuracy and meet deadlines; demonstrated proficiency in the use of MS Office, including Word, Excel, and Outlook; preferred working knowledge of Adobe Creative Suite products and basic webpage editing software; ability to maintain confidentiality and to communicate effectively exercising both excellent written and verbal skills to a diverse group of stakeholders.

Minimum Salary: \$35,226/yr. + DOE/DOQ with excellent benefits (paid health, dental and vision, life, disability, retirement, flex spending, wellness and much more). Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **5:00 p.m., Tuesday, March 2, 2021**, 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 committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated 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/sexual orientation/gender/identity, national origin, disability or protected veteran status.

