



POSITION VACANCY

OFFICE TECHNICIAN - SCREENER

Montgomery County Department of Social Services Montgomery County, Virginia
#540166-2

Office Technician-Screener processes applicants for SNAP, Medicaid and TANF, completes system inquiries, answers applicant questions about programs, creates file folders for benefit programs workers and works within the clerical unit as assigned. This may include answering the phone, working the front desk and other duties as assigned.

Qualified applicants will have the ability to plan, prioritize and organize multiple work assignments ensuring completion within established timeframes; the ability to communicate effectively with clients, staff members and the public in order to screen applicants to obtain necessary information; and respond to questions courteously and professionally to explain programs, policies, and procedures. High school diploma or GED and basic computer software skills required; prior DSS experience preferred.

Salary \$29,849/yr. with excellent benefits (paid health, dental, and vision, flex spending, life, disability, and retirement). Must be able to work customary hours (8-4:30 M-F) with some evening hours required.

Interested candidates should apply online at: <http://www.montgomerycountyva.gov/HR>. Contact Human Resources at (540) 394-2007 if reasonable accommodation for application is needed. Review of applications will begin immediately, and application submissions must be received by **Monday, July 12, 2021** to be considered.

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/gender/orientation, national origin, disability or protected veteran status.

