



MONTGOMERY COUNTY VIRGINIA

EST. 1776

Career Opportunity

OFFICE TECHNICIAN, PART-TIME ANIMAL CARE AND ADOPTION CENTER

Montgomery County, Virginia

(PT/Hourly Wage)

#9092021-2

Montgomery County Animal Care & Adoption Center is seeking a **Part-Time Office Technician**. Responsibilities include but not limited to: skilled clerical and administrative work to support departmental staff; complete paperwork for adoptions/owner re-claims and intake; sort donated items, maintain a tidy front office area; answer phones/greet customers and answer questions; manage files and records; prepare reports and documents; data entry with accuracy; and similar administrative tasks. Candidate should be comfortable working around a variety of companion animals, have the ability to manage multiple priorities, ability to maintain confidentiality and communicate effectively exercising tact and compassion both verbally and in writing to a diverse group of people. Schedule may vary to include weekly, evening and weekend hours.

High School diploma/GED equivalent, prior experience in office administration and demonstrated proficiency with MS Office, including Word, Excel, and Outlook required. Pay \$14.35/hour up to 28 hours per week. Interested candidates should apply online at <http://www.montgomerycountyva.gov/hr> by **Thursday, September 23, 2021** to be considered. To request application accommodations for disabilities, contact Human Resources at (540) 394-2007.

Montgomery County, VA is firmly committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. As an Equal Opportunity Employer, 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, national origin, disability or protected veteran status.

