



Career Opportunity
Office Technician - General Services
Montgomery County, Virginia
Position #400104

Montgomery County General Service Office has an immediate opening for a full time Office Technician. This position will perform duties including but not limited to: Processing invoices, prepare/maintain county records, entering work order requests, file paperwork both in hard copy form and electronically, perform general office procedures such as answering incoming calls, word processing, sorting mail and copying, etc.

High School Diploma or GED with previous administrative experience necessary. Minimum salary \$29,849 or more depending upon prior experience/qualifications, plus with excellent benefits package including paid health, dental, retirement, holidays/leave time, optional benefit plans, onsite employee wellness clinic, and much more! Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **Tuesday, September 21, 2021** to be considered. 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.

