



Career Opportunity
Office Technician - Screener
Montgomery County, Virginia
#540166-3

Montgomery County Department of Social Services has an immediate opening for a full time Office Technician - Screener. Duties include processing 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.+ DOE/DOQ plus excellent benefits (paid health, dental, and vision, flex spending, life, disability, retirement, wellness clinic, and much more!). Candidates must be able to work customary hours (8-4:30 M-F) with some evening hours as workload dictates.

Interested candidates should apply online at: <http://www.montgomerycountyva.gov/HR>. Review of applications will begin immediately, and application submissions must be received by **Monday, November 15, 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.

