



Career Opportunity
OFFICE TECHNICIAN – PART TIME
Montgomery County Animal Care & Adoption Center
#6172022-1

Do you enjoy working in an environment with caring people in a fun atmosphere that helps your local community? Do you enjoy helping pets find loving, fur-ever homes? Then, Montgomery County Animal Care & Adoption Center is the place for you! We currently need a Part-Time Office Technician, with essential duties including but not limited to:

- Greeting visitors, accepting donations, answering phones and providing general information.
- Assist with animal intakes and adoptions.
- Skilled clerical and administrative work.
- Manage files and records and prepare reports and documents.
- Purchase general supplies and equipment.
- Other duties to support the shelter, Director and staff as directed.

Some weekday hours; **weekend work required**, up to 28 hours per week. Successful candidate will have ability to manage multiple priorities, maintain confidential/sensitive information, and communicate effectively with excellent written and verbal skills to a diverse group of people. Candidate should be comfortable working around companion animals. Requires high school education/GED equivalent with at least two years of experience in office administration and demonstrated proficiency in the use of MS Office, including Word, Excel, and Outlook. As a position with safety-sensitive duties, background/DMV screening and **drug (including marijuana) & alcohol testing** is required.

Pay \$14.35/hour or more depending upon qualifications/experience. Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **Tuesday, July 5, 2022** to be considered. Review of applications and interviews will begin immediately. 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/gender/orientation, national origin, disability or protected veteran status.

