



Position Vacancy

**SOCIAL SERVICES ASSISTANT**  
Reception/Switchboard/Clerical Support  
#540188-3

Montgomery County Department of Social Services seeks Social Services Assistant. Duties include quality assurance review of benefit programs applications, records management, EBT card issuance, case file maintenance, answering multi-line telephone system, greeting the public, and general clerical support. The incumbent must have the following knowledge, skills, and abilities upon application: principles and processes for providing excellent customer and personal services, including customer needs assessment and meeting quality standards for services; knowledge of social services policies and procedures; computer skills, and ability to multi-task. High School Diploma or GED required; prior clerical/customer services experience is highly preferred. Full time (40 hours/wk.) position.

Salary band \$32,910-\$52,656. Actual pay dependent upon experience/qualifications, plus excellent benefits (health, dental and vision, life, flex spending, life insurance disability, VRS retirement, 401 & 457 retirement options, wellness programs, wellness clinic and much more)! Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> to be considered. Application review begins immediately, position posted through **October 17, 2023, unless filled**. 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, seek 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.

