



**MONTGOMERY**  
**COUNTY** VIRGINIA  
EST. 1776

## **ADMINISTRATIVE ASSISTANT**

**County Administration**  
COUNTY OF MONTGOMERY  
#110106-4

Montgomery County has a full-time position available to provide administrative support in a busy office environment; performs administrative duties for County Administration; serves as the first point of contact for customer service for the County Administration suite through telephone calls or in person; handles confidential documents and information; manages files, records and conference rooms reservations, handles invoice processing and payments.

High School Diploma or equivalent with at least one year of related coursework required; Associate degree preferred. Successful candidate will have a minimum of 5 years prior experience in administrative support; ability to manage multiple priorities, possess demonstrated initiative and sound judgment. Requires working knowledge of office management, strong communication and interpersonal skills, and ability to maintain a high level of accuracy and meet deadlines; demonstrated proficiency in the use of MS Office, including Word, Excel, and Outlook; ability to maintain confidentiality and to communicate effectively exercising both excellent written and verbal skills to a diverse group of people.

Minimum Salary: \$38,098/yr. with excellent benefits (health, dental and vision, life, disability, retirement, flex spending, wellness, and much more). Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **5:00 PM, Friday, January 12, 2024**, to be considered. For more information or 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.

