



Position Vacancy

## **SOCIAL SERVICES ASSISTANT**

Reception/Switchboard/Clerical Support

Department of Social Services

#540189-1

Montgomery County Department of Social Services seeks a Social Services Assistant. Duties include quality assurance review of benefit programs applications, records management, EBT card issuance, case file maintenance, answering multi-line telephone systems, 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 service experience is highly preferred. Full-time (40 hours/wk.) position.

The starting salary is \$32,910 with 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> and attach a resume to be considered. Application review begins immediately, position is posted through March 29, 2024, 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.

