



**Administrative Assistant**  
**General Services – Building Inspections**  
#400104-2

Montgomery County General Services Department has an immediate opening for a full-time **Administrative Assistant**. This position assists the public with permits related to the processing and issuance of building and land disturbance permits and performs related administrative support functions to assist the inspections and environmental services staff. This position will answer phones, respond to email inquiries, greet visitors, and maintain office files and records. Candidate must be able to communicate clearly and effectively, both orally and written when preparing correspondence regarding the approval status of pending applications, land disturbance violations, inspection results, release of bonds, and project requirements. The position will require training on proprietary computer software used for Montgomery County community development functions.

High School Diploma or GED required, with previous administrative experience preferred. The starting salary is \$39,241, dependent on prior experience/qualifications, plus an excellent benefits package including paid health, dental, retirement, holidays/leave time, optional benefit plans, onsite employee wellness clinic, and much more! Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **Friday, June 21, 2024**, 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.

