



Human Resources  
Personnel • Civil Service • Employee Benefits

**MONTGOMERY**  
**COUNTY**<sup>NY</sup>  
Made of Something Stronger

Nicole Yaggle  
Personnel Officer

## **MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES**

### **RECEPTIONIST (HELP PROGRAM)**

**SALARY: \$35,433**

**DEPARTMENT: SOCIAL SERVICES**

**LAST FILE DATE: 03/28/2025**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for screening incoming requests for information and providing the necessary answers or directing the requests to the proper staff member. The work is performed under the general supervision of a higher ranking departmental employee in accordance with established policies. Some leeway is permitted for the exercise of independent judgment in carrying out the duties of this position. The incumbent does related work as required

**RESIDENCY REQUIREMENT:** Applicants must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) for proof of residency.**

**PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS**

**MINIMUM QUALIFICATIONS:** Six months experience as a receptionist or in clerical work involving contact with the public.

**NOTE:** A course in typing or keyboarding may be substituted for the six months experience.

**Applications are available online at: [www.co.montgomery.ny.us](http://www.co.montgomery.ny.us). Completed applications must be received by the last file date.**