



Employment Opportunities

2 current Office Associate openings

Department of Human Resources (Personnel Services) \$14.95 (Grade C07)

Department of Recreation & Parks \$14.95 (Grade C07)

Applications will be used to fill future approved vacancies through December 31, 2017

Full time positions with full benefit packages

Apply By: Friday, September 22, 2017 @ 5:00 p.m.

GENERAL RESPONSIBILITIES: Provide general clerical support to a department or agency. Work may be assigned under the general direction of an agency supervisor or manager with some routine clerical tasks being performed independently according to established procedures. Job duties may vary from one position to another, depending on the assigned department.

ESSENTIAL TASKS: include the following; **other duties assigned to specific position**

1. Answer, screen, provide information, and take messages in response to telephone calls, referring to other information sources when needed
2. Greet and assist the public and County employees, directing to appropriate location and/or information source
3. Review daily calendar(s) and/or schedule(s) for staff whereabouts and availability
4. Sort and distribute mail
5. File documents and maintain paper and computer records management/file systems
6. Compose, prepare and process routine correspondence, including packets, labels, envelopes, forms, and other materials
7. Process purchase requisitions, payment vouchers, and minor purchase orders
8. Provide general secretarial support in overall office operations, assignments, and projects
9. Perform related duties as to specific assignments
10. Respond to questions regarding overall departmental policies, procedures, and practices
11. Any employee may be identified as Essential Personnel during emergency situations
12. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
13. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE:

1. High school diploma or general education diploma (GED)
2. Two years secretarial/office/customer service experience *

* A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Type at no less than 45 wpm
2. May require an Assessment test – Excel, Word, Outlook, and Customer Service

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A Carroll County Government job application is required for this position

Apply on-line: cggovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Carroll County is an equal opportunity employer

**Posted: 09/06/17
(18-23)**

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.