

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Administrative Assistant**  
**Department of Fire and EMS**  
  
An Equal Opportunity Employer

**Administrative Assistant – Department of Fire and EMS**

\$19.04 hourly (Grade C09), 40 hours per week

Hours are typically Monday through Friday from 8:00 am – 5:00 pm, occasional evening hours required

**Apply by 5:00 pm on Friday, October 8, 2021**

The Department of Fire and Emergency Medical Services (EMS) is seeking a highly motivated individual to serve as an Administrative Assistant for the Director. This independent, hands-on, and organized professional will be responsible for all administrative tasks of the Director, Department, and management team. The assistant will manage complex schedules, arrange meetings and conference calls, handle travel arrangements, track expenses, monitor the budget, and assist with policy development, compliance and other duties as assigned. The Administrative Assistant will also serve as the secretary to the Emergency Services Advisory Council (ESAC).

The ideal candidate for this opportunity will be proficient with Microsoft Office Suite: Word, Excel, Outlook, and PowerPoint. The candidate must be capable of maintaining strict confidentiality, and possess exceptional organizational, interpersonal, and written/verbal communications skills. Additionally, the candidate must have a positive attitude with the willingness to recognize needs and execute additional tasks for the Department when necessary.

Click [here](#) for the full job description

**Qualifications:**

1. High school diploma or general education diploma (GED)
2. Four years administrative/office/customer service experience\*
3. Type at no less than 45 words per minute

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

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 09/17/21  
(22-49)

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.