

**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 the Comptroller**  
  
An Equal Opportunity Employer

**Administrative Assistant – Department of the Comptroller**

\$45,116 Annually (\$21.69 hourly, Grade C09), 40 hours per week  
Hours are typically Monday through Friday from 8:00 am – 5:00 pm  
**Apply by 5:00 pm on Friday, October 14, 2022**

The Department of the Comptroller is seeking an Administrative Assistant to work with the Comptroller to assist with managing the Departments operations. This individual will work as part of a team addressing the interesting and dynamic aspects of the Department.

Daily responsibilities of the position will include coordinating meetings; processing invoices; working with Department budgets; managing digital and paper files; coordinating the day-to-day activities of the Department; and being a primary point of contact for the Department.

The ideal candidate for this opportunity will have strong computer skills, have the initiative to take on new tasks and challenges, and have excellent communication skills.

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

**Qualifications:**

1. High school diploma or 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
- ✓ 13 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
- Request an application by calling our office or sending an email to: [jobs@carrollcountymd.gov](mailto:jobs@carrollcountymd.gov)
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 9/23/2022  
(23-39)

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 Kristy L. Bixler, 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.