

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



Currently accepting applications for:
Administrative Support
Economic Development/Farm Museum

An Equal Opportunity Employer

Administrative Support – Economic Development/Farm Museum

\$13.89 hourly, 25 hours per week, contractual position

Hours are typically Tuesday through Friday from 10:15 am – 4:30 pm, weekends and holidays as needed

Apply by 5:00 pm on Monday, December 27, 2021

The Carroll County Farm Museum is searching for an Administrative Support staffer to perform a variety of administrative, clerical and project-related tasks. These include greeting visitors and providing them with information about the site, processing admission and other fees and supporting Museum staffers as needed on various projects. The selected candidate must be able to take direction from senior staff and then work independently to handle correspondence, maintain records and associated duties.

The ideal candidate for this opportunity will have excellent computer skills with attention to detail. They must have strong customer service skills and be able to interact positively with the public – in person, on the phone and virtually. Previous retail experience is helpful. They must be available for weekend and holiday work to assist with Museum events. An interest in American history and/or traditional arts is a plus.

See next page for the full job description

Qualifications:

1. High school diploma or GED
2. Two years secretarial/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:

- ✓ 40 hours of paid time off

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 12/06/21
(22-75)

ADMINISTRATIVE SUPPORT

GENERAL RESPONSIBILITIES

Provides 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 may include the following; other duties may be assigned.

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 letters, agendas, 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.*

SPECIAL REQUIREMENT

1. Requires flexible work schedule, including weekends and holidays

KNOWLEDGE, SKILLS AND ABILITIES

1. Type at no less than 45 wpm
2. Read and comprehend instructions, correspondence, and memos
3. Write routine correspondence
4. Respond to inquiries from employees and citizens
5. Follow written or oral instructions
6. Deal with routine problems
7. Use computer software programs and/or other applications