



Employment Opportunity

Administrative Support- Carroll County Farm Museum

\$13.89 hourly salary

25 hour contractual position

(requires flexible work schedule, including weekends and events)

Apply By: Friday, June 28, 2019 @ 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 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. Provide general secretarial support in overall office operations, assignments, and projects
8. Perform related duties as to specific assignments
9. Respond to questions regarding overall departmental policies, procedures, and practices
10. Any employee may be identified as Essential Personnel during emergency situations
11. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
12. 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 events

KNOWLEDGE, SKILLS AND ABILITIES

1. Use computer applications - Excel, Word, Outlook

A Carroll County Government job application is required for this position.

Apply on-line: www.carrollcountymd.gov

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: 6/7/19
(19-124)**

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.