

Department of Human Resources 225 North Center Street Westminster, Maryland 21157 410-386-2129

Employment Opportunity

Administrative Assistant- Department of Recreation and Parks \$18.39 hourly salary (Grade C09)
40 hour position with a full benefit package

*Apply By: Wednesday, September 4, 2019 @ 5:00 p.m.

GENERAL RESPONSIBILITIES

Provides a variety of highly skilled clerical tasks independently. Some detailed administrative projects may be assigned under the direction of a department supervisor or manager. May provide direction or supervision to other clerical staff. 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. Provide direction to clerical staff and may perform supervisory responsibilities in accordance with the current Carroll County personnel Ordinance, County policies and applicable laws
- 2. Manage calendar, coordinate schedules and make appointments
- 3. Screen and provide information in response to telephone calls, responding independently when possible
- 4. Compose, prepare, and process complex and confidential correspondence
- 5. Establish and organize paper and computer records management/file systems
- 6. Coordinate meetings, program or events by making appropriate arrangements, preparing and issuing information and agendas, coordinating speakers, processing minutes and other pertinent information
- 7. Research and develop administrative resources and methodologies that create timely and efficient workflow
- 8. Provide advanced clerical support in overall office operations, assignments, and projects
- 9. Train co-workers in office operations, assignments and projects
- 10. Monitor the departments operating budget and manage office related expenses
- 11. Perform related duties as to specific assignments
- 12. Respond to questions regarding overall departmental policies, procedures, and practices
- 13. Any employee may be identified as Essential Personnel during emergency situations
- 14. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
- 15. 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. Four years administrative/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. Assessment- Excel, Word, Outlook, and Customer Service

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

Posted: 8/14/19 Carroll County is an equal opportunity employer

(20-33)

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, 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.