

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



Currently accepting applications for:
Collections Clerk
Department of the Comptroller
An Equal Opportunity Employer

Collections Clerk – Department of the Comptroller/Collections Office

\$16.02 hourly (Grade C07), 40 hours per week

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

Apply by 5:00 pm on Wednesday, January 26, 2022

The Collections Office is seeking a customer service oriented professional to process and balance county receipts.

As a Collections Clerk you will be responsible for collecting and posting cash receipts and taxes for County, State and Municipalities. You will also process and maintain electronic payment files, balancing receipts daily and assist in yearly tax sale.

The ideal candidate for this opportunity will be detail oriented, accurate with cash handling and adept at problem solving.

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

Qualifications:

1. High school diploma or GED
2. Two years related experience and/or training; bank teller or knowledge of property description

**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
- 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

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