

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



Currently accepting applications for:  
**Human Resources Specialist/Benefits**  
**Department of Human Resources**

An Equal Opportunity Employer

### **Human Resources Specialist/Benefits – Department of Human Resources**

\$20.75 hourly (Grade C10), 40 hours per week

Rotating schedule, Monday through Friday from 8:00 am – 5:00 pm and 7:00 am – 4:00 pm

**This position will remain open until filled.**

The Department of Human Resources is currently seeking an adaptable, customer-service oriented individual to provide support for all employee and retiree health benefit programs.

As the Benefits Specialist you will: respond to employees and retirees regarding their health benefit questions, and work with benefit vendors to report and resolve any escalated employee or retiree issues and questions that arise; receive and process COBRA and retiree medical and dental payments as well as receive, record, and process health benefit invoices for timely payments to vendors; conduct bi-weekly new hire orientations; assist in the coordination of open enrollment and our annual health benefits fair; and accurately maintain our electronic benefits database.

The ideal candidate for this opportunity will be detail-oriented, highly organized, be comfortable working on complex problems, and have the ability to work independently or as a team player in a fast-paced environment. Must maintain strict confidentiality and employee privacy.

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

#### **Qualifications:**

1. High school diploma or general education diploma (GED)
2. Four years human resources experience
3. Requires criminal background check as a condition of employment
4. May require successful completion of CJIS Techniques of Fingerprinting training course within 6 months of employment

*\*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
- ✓ 12 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
- Posted 01/11/22  
(22-100)

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.