

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/Employment
Department of Human Resources

An Equal Opportunity Employer

Human Resources Specialist/Employment – 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

Apply by 5:00 pm on Wednesday, August 4, 2021

The Department of Human Resources is currently seeking an adaptable, customer-service oriented individual to perform a wide scope of technical and administrative duties for the County's on-boarding process.

As the Employment Specialist you will: perform duties related to pre-employment such as submitting background checks, conducting fingerprinting, and scheduling drug testing and physical examinations; manage the on-boarding new hire process which includes making job offers, conducting new employee orientations, new hire data entry, and maintaining electronic and paper files in accordance with local, state and federal laws; and working with agencies to fill new or vacant positions, and maintaining job postings on the County webpage and other job posting sites.

The ideal candidate for this opportunity will be detail-oriented, have strong organizational and time management skills, and be able to work independently or as a team player in a fast-paced environment. Must be able to maintain confidentiality and work with sensitive information.

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 07/13/21
(22-16)

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.