

**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 Technician**  
**Department of Human Resources**  
  
An Equal Opportunity Employer

**Human Resources Technician – Department of Human Resources**

\$17.48 hourly (Grade C08), 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 Thursday, November 4, 2021**

The Department of Human Resources is currently seeking an adaptable, customer-service oriented individual to perform a wide variety of administrative and technical duties in support of Human Resources activities and functions.

As the Technician, you will be responsible for preparing job bulletins, processing applications, compiling eligibility lists, assisting with the testing processes, helping co-workers within the department and organization and public inquiries.

The ideal candidate for this opportunity will be detail-oriented, have excellent communication 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. Five years administrative/secretarial experience; two years in human resources preferred\*
3. Type at no less than 45 words per minute
4. Requires criminal background check as a condition 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
- ✓ 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 Posted 10/14/21
- Applications are **not** accepted by fax or email (22-55)

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.