

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



Currently accepting applications for:  
**Land Acquisition Specialist**  
**Department of Public Works**  
  
An Equal Opportunity Employer

**Land Acquisition Specialist – Department of Public Works**

\$29,557 annually (\$28.42 hourly) (Grade C12), 20 hours per week  
Hours vary, typically within Monday through Friday from 8:00 am – 5:00 pm

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

The Department of Public Works is currently searching for a highly motivated Land Acquisition Specialist to support the County in securing land for public use such as rights of way, public projects, easements and/or fee simple acquisitions.

The Land Acquisition Specialist will research properties designated for County purchase, maintain information regarding properties of interest for possible County purchase, and prepare reports on acquisitions, claims, complaints, and proposed projects. The Land Acquisition Specialist will also consult and negotiate with landowners and/or their agents in land acquisition, including facilitating meetings between Board of County Commissioners and landowners.

The ideal candidate for this opportunity will have strong research skills, excellent written and verbal communication skills, and well-developed organizational skills.

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

**Qualifications:**

1. Bachelor's degree in Business Administration, Real Estate, or related field
2. Five years' experience in real estate, land acquisition, title and land records
3. Knowledge of, training in, and/or experience with Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs preferred
4. Valid driver's license
5. Maryland Notary Public desirable

*\*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

Posted 08/15/2022  
(23-21)

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.