

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



Currently accepting applications for:
Office Associate
Department of Comprehensive Planning

An Equal Opportunity Employer

Office Associate – Department of Comprehensive Planning

\$37,960 annually (\$18.25 hourly, Grade C07), 40 hours per week

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

This position is open until filled; first review of resumes occurs on March 30, 2023

The Department of Comprehensive Planning is responsible for comprehensive, county-wide master planning. Several functions within the Department are designed to assure County projects and programs conform with the County Master Plan, that current and long-range County planning serves to implement the Plan, and that land use and policy decisions are in accordance with the Plan. Among the ways, the Department fulfills this function are: water and sewer master planning, comprehensive plans for the County and incorporated towns; major street and road planning; and the town/county liaison planners.

The Department is currently seeking an Office Associate to provide general clerical support in a support role for the items listed in the description above. This position is part of a dedicated team of professionals to assist the citizens of Carroll County to meet state and local laws. In many cases, this individual will be the first point of contact for citizens and other entities who need assistance or information from the Department, especially during plan updates, rezonings and other forward-facing projects by the department. Strong customer service communication skills related to contact in person, by phone, email or writing is required.

Candidates should have strong office skills including organization, filing, inventory management, and report development. Candidates must be computer proficient with the use of Adobe and Microsoft Products (Word, Excel, Power Point, Outlook) as well as be able to learn web applications for data management and scheduling.

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

Qualifications:

1. High School diploma or general education diploma (GED)
2. Two years secretarial/office/customer service experience*
3. Type at no less than 45 words per minute

**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
- Request an application by calling our office or sending an email to: careers@carrollcountymd.gov
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 3/23/2023

(23-85)



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 Kristy L. Bixler, 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.