

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



Currently accepting applications for:
Office Technician
Bureau of Resource Management
An Equal Opportunity Employer

Office Technician – Bureau of Resource Management

\$17.48 hourly (C08), 40 hours per week

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

Apply by 5:00 pm on Friday, February 4, 2022

The Bureau of Resource Management is responsible for code enforcement and compliance related to natural resources in Carroll County. This includes stormwater management, forest conservation, landscaping, water resources management, floodplain management, grading, and erosion & sediment control.

The Bureau is seeking an experienced Office Technician to provide technical support and work as 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 Bureau. Strong customer service communication skills related to contact in person, by phone, email, or writing is required.

Candidates should have strong office skills including typing, filing, inventory management, and report development related to financial and technical subjects. Candidates must be computer proficient with the use of Microsoft Products (Word, Excel, PowerPoint) 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 technical/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
- 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

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(22-104)

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.