

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 Recreation and Parks

An Equal Opportunity Employer

Office Associate – Department of Recreation and Parks

\$16.02 hourly (Grade C07), 40 hours per week

Hours are typically Monday through Friday from 8:00 am – 5:00 pm, occasional evening and weekend requirements for Special Event support

Apply by 5:00 pm on Wednesday, December 15, 2021

The Department of Recreation and Parks is seeking an enthusiastic, detail-oriented, and customer driven individual to fill our front desk position.

As the Office Associate, your duties will include, but not be limited to answering the phone and providing department wide information; processing program registrations, memberships, and background checks for volunteers; scheduling pavilions, permitting fields and facilities; answering emails, creating reports, data entry, cash handling, banking, filing, scanning documents, submitting work requests, paying bills, scheduling appointments, proofreading, and providing assistance to employees and citizens alike.

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

Qualifications:

1. High school diploma or 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
- 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 11/24/2021
(22-69)