



Employment Opportunity

Office Associate – Department of Recreation and Parks
and

Office Associate – Department of Human Resources
\$15.47 hourly salary (Grade C07)

40 hour positions with full benefit package

Apply By: Monday, December 16, 2019 @ 5:00 p.m.

Applications will be used to fill future approved vacancies through February 28, 2020.

GENERAL RESPONSIBILITIES: Provide general clerical support to a department or agency. Work may be assigned under the general direction of an agency supervisor or manager with some routine clerical tasks being performed independently according to established procedures. Job duties may vary from one position to another, depending on the assigned department.

ESSENTIAL TASKS: include the following; ***other duties assigned to specific position***

1. Answer, screen, provide information, and take messages in response to telephone calls, referring to other information sources when needed
2. Greet and assist the public and County employees, directing to appropriate location and/or information source
3. Review daily calendar(s) and/or schedule(s) for staff whereabouts and availability
4. Sort and distribute mail
5. File documents and maintain paper and computer records management/file systems
6. Compose, prepare and process routine correspondence, including packets, labels, envelopes, forms, and other materials
7. Process purchase requisitions, payment vouchers, and minor purchase orders
8. Provide general secretarial support in overall office operations, assignments, and projects
9. Perform related duties as to specific assignments
10. Respond to questions regarding overall departmental policies, procedures, and practices
11. Any employee may be identified as Essential Personnel during emergency situations

EDUCATION AND EXPERIENCE:

1. High School diploma or general education diploma (GED)
2. Two years secretarial/office/customer service experience *

*A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Type at no less than 45 wpm
2. Skills Assessment – Excel, Word, Outlook, and Customer Service

Applications for Employment may also be used to fill future approved vacancies by the County Commissioners until February 28, 2020

A Carroll County Government job application is required for this position

Apply on-line: ccgovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Carroll County is an equal opportunity employer

**Posted: 11/25/19
(20-67)**