

**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**  
**Department of Land and Resource**  
**Management/Zoning Administration**

An Equal Opportunity Employer

**Office Technician – Department of Land and Resource Management/Zoning Administration**

\$41,413 annually (\$19.91 hourly, Grade C08), 40 hours per week

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

**The position is open until filled, with first review of applications on May 15, 2023.**

The Office of Zoning Administration is seeking a customer service oriented individual to provide skilled technical support in overall office operations, assignments, and projects.

As the Office Technician, you will be responsible for providing service to customers by answering phones; taking complaints from the public; providing answers to citizens and other Bureaus, Departments, and agencies; and doing research for investigations and public hearings.

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

**Qualifications:**

1. High school diploma or 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
- Request an application by calling our office or sending an email to: [careers@carrollcountymd.gov](mailto: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 5/8/2023  
(23-105)



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.