

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 Management and Budget
An Equal Opportunity Employer

Office Technician – Department of Management and Budget

\$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 Monday, January 24, 2022

The Department of Management and Budget is seeking an ambitious team player to be the voice and face of the department.

In addition to performing basic office functions (answering phones, sorting mail, assisting citizens and other employees), you will oversee the continuity of the departments operations with varying tasks to support the Director, Bureau of Budget, Grants, and Risk Management.

An ideal candidate will be detail-oriented, eager to learn, and enjoy being involved in all aspects of the department with the willingness to provide support when needed.

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

Posted 1/03/22
(22-95)

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.