

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 – Personnel Services
Department of Human Resources

An Equal Opportunity Employer

Office Associate, Personnel Services – Department of Human Resources

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

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

Apply by 5:00 pm on Wednesday, August 4, 2021

The Department of Human Resources is seeking an ambitious, customer service oriented individual to join our Personnel Services team.

As a Personnel Services Associate you will often be the first face or voice a citizen or employee will encounter; You will greet and assist the public and County employees, directing them to the appropriate location and/or information source. You will also assist in providing general secretarial support in overall office operations, assignments, and projects to agencies throughout Carroll County Government.

This position is a great opportunity to learn about the services Carroll County has to offer and to help you grow your career with Carroll County Government. An ideal candidate will enjoy working in different offices each day, adapt easily, and be eager to learn.

Click [here](#) to see the full job description.

Qualifications:

1. High school diploma or general education diploma (GED)
2. Two years secretarial/office/customer service experience*
3. Required to 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
- ✓ 12 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 07/13/21
(22-13)

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.