

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Risk Management Specialist**  
**Department of Management and Budget**

An Equal Opportunity Employer

**Risk Management Specialist – Department of Management and Budget/Office of Risk Management**

\$50,919 annually (\$24.48 hourly, Grade C10), 40 hours per week

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

**This position will remain open until filled.**

The Office of Risk Management is currently seeking a highly motivated, dependable, and organized individual to join the Risk team.

On a typical workday, the Risk Specialist will investigate and process county incidents for damage to equipment and property as well as injury to determine compensability and responsibility in accordance with county and insurance guidelines.

An ideal candidate for this opportunity will be able to think independently, be a problem-solver, and apply good communication skills while working with county agencies, outside insurance adjusters and citizens to resolve claims of damage or injury.

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

**Qualifications:**

1. High school diploma or GED
2. Two years work experience in insurance programs, underwriting, or related certifications\*
3. Valid driver's license

*\*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 9/15/2023

(24-031)



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.