

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



Currently accepting applications for:
Service Writer
Bureau of Fleet Management
An Equal Opportunity Employer

Service Writer – Bureau of Fleet Management

\$17.48 hourly (Grade C08), 40 hours per week

Hours are typically Monday through Friday from 8:30 am – 5:00 pm

Apply by 5:00 pm on Tuesday, June 29, 2021

The Bureau of Fleet Management / Warehouse Operations is currently seeking a self-motivated individual to join the Fleet Management team as a Service Writer.

A typical workday for the Service Writer may include, but not be limited to, assisting in the scheduling of preventative and emergency vehicle maintenance, and providing customer service support for both internal and external customers.

The ideal candidate for this opportunity will be hardworking, work well as part of our team, and possess good communication skills to interact with team members and our customers alike.

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

Qualifications:

1. High school diploma or general education diploma (GED)
2. Two years automotive service or related experience
3. Class B Commercial Driver's License (or must obtain within 6 months of employment)
4. DOT Drug and Alcohol Testing

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

6/8/2021
(21-0109)

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.