

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



Currently accepting applications for:  
Collections Specialist  
Collections Office  
  
An Equal Opportunity Employer

### **Collections Specialist – Collections Office**

\$16.88 hourly (Grade C08), 40 hours per week

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

Apply by 5:00 pm on **Wednesday, March 10, 2021.**

The Collections Office is seeking a customer service oriented professional to process and balance county receipts and process deeds for transfer.

As a Collections Specialist you will be responsible for preparing tax certificates, processing deeds through mail and Simplifile, collection of county receipts and balancing receipts daily; you will also process and maintain electronic payment files, research property records and assist in the yearly tax sale.

The ideal candidate for this opportunity will be very detail oriented, have a good knowledge of deeds and deed terminology, and have experience working with property transfers.

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

### **Qualifications:**

1. High school diploma or general education diploma (GED)
2. Two years bank teller and/or experience working with property transfers, title search and deeds\*

*\*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/>
- 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

2/17/2021  
(21-67)

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.