

**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**  
**Bureau of Roads Operations**  
An Equal Opportunity Employer

**Office Technician – Bureau of Roads Operations**

\$37,648 annually (\$18.10 hourly) (Grade C08), 40 hours per week  
Hours are typically Monday through Friday from 8:00 am – 5:00 pm

**Apply by 5:00 pm on Thursday, May 19, 2022**

Carroll County Bureau of Roads Operations is currently seeking an organized, self-directed Office Technician to join our team.

The Office Technician will provide support to the Roads Administrative Supervisor, Bureau Chief, and other supervisors within the Bureau. This position manages the training requirements for the Bureau's 100+ employees, processes payments, oversees the See Click Report entries, has contact with the citizens of Carroll County, plus many other daily functions. This position is required to work snow removal, including overnight hours when needed.

The ideal candidate for this opportunity will have strong computer skills including Microsoft Office, excellent communication skills and the ability and initiative to take on additional tasks as requested. Some accounting experience would be beneficial.

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

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