

Worcester County Job Opportunities

DEPARTMENT: COUNTY ADMINISTRATION
JOB TITLE: TEMPORARY- OFFICE ASSISTANT III
COMPENSATION: GRADE 11/STEP 1- \$17.04 HOURLY -
GRADE 11/STEP 5 - \$18.83 HOURLY *BASED ON EXPERIENCE
JOB LOCATION: WORCESTER COUNTY GOVERNMENT CENTER, ONE WEST MARKET ST.
SNOW HILL, MD
WORK SCHEDULE: THIS IS A TEMPORARY POSITION AND WOULD BEGIN IN SEPTEMBER
AND LASTS APPROXIMATELY 12 WEEKS
NORMAL HOURS: 8:00 AM TO 4:30 PM, MONDAY TO FRIDAY, IN THE
OFFICE (CAN BE FLEXIBLE)

APPLICATION PERIOD: UNTIL FILLED

MARYLAND STATE RETIREMENT: This position will automatically participate in the Maryland State Retirement System if it reaches 500 budgeted hours. Membership is mandatory for employees that work over 500 budgeted hours in the fiscal year. As a member, 7% of your budgeted annual salary will be calculated, divided by 26 and deducted from your biweekly paycheck and sent to your account at Maryland State Retirement System.

This temporary position is not eligible for any other benefit plans.

Job Summary: This individual will be responsible for secretarial duties requiring the use of independent judgement and mature discretion and is under the direct leadership of the Deputy Chief Administrative Officer.

General Requirements:

- Pre-employment background check

Essential Job Duties and Responsibilities:

- Acts as front desk receptionist in County Administration Office; answers and directs phone calls, takes messages, greets visitors, responds to requests via phone or in person, acts as liaison between front desk and other staff
- Performs other related duties as directed by the Deputy or Chief Administrative Officer.

Qualifications and Skills:

- High School Diploma or equivalent.
- Possess a minimum of 2 years of administrative office experience or an equivalent combination of education and experience.
- Proficient computer skills in Microsoft Word, Excel, Outlook, and PowerPoint
- Proficient typing skills
- Ability to operate general office equipment, i.e. Fax, copier, printer, scanner, calculator, etc.
- Customer service experience required
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; work in a pleasant and harmonious manner and communicate effectively with the public and coworkers
- Ability to work independently
- Able to communicate effectively in writing and verbally with staff, retirees, and the public
- Able to perform work correctly, accurately, and consistently
- Able to follow directions
- Able to work effectively with little supervision and minimal direction
- Able to work in a fast-paced environment with interruptions
- Able to maintain the highest confidentiality of personnel related information
- Must have a team-oriented work ethic and ability to collaborate
- Self-starter that takes initiative and has a sense of urgency
- Completes assigned tasks accurately and by established deadlines.

- Cross train and back up other staff as needed.
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism.
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to Worcester County Government Personnel Rules & Regulations
- Performs other related duties as required by the Deputy Chief Administrative Officer

Safety Analysis:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 40 lbs. No known significant hazard risk.