

## Worcester County Job Opportunities

**DEPARTMENT:** COUNTY ADMINISTRATION  
**JOB TITLE:** OFFICE ASSISTANT III TO V

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**COMPENSATION:** GRADE 11/STEP 1 - \$35,443 ANNUALLY/ \$17.04 HOURLY  
GRADE 11/STEP 4 – \$38,230 ANNUALLY/\$18.38 HOURLY  
\*BASED ON EXPERIENCE

**JOB TITLE:** OFFICE ASSISTANT IV  
**COMPENSATION:** GRADE 12/STEP 1 - \$37,253 ANNUALLY/ \$17.91 HOURLY  
GRADE 12/STEP 4 –\$40,061 ANNUALLY/\$19.26 HOURLY  
\*BASED ON EXPERIENCE

**JOB TITLE:** OFFICE ASSISTANT V  
**COMPENSATION:** GRADE 13/STEP 1 - \$39,104 ANNUALLY/ \$18.80 HOURLY  
GRADE 13/STEP 4 –\$42,099 ANNUALLY/\$20.24 HOURLY  
\*BASED ON EXPERIENCE

**WORK LOCATION:** WORCESTER COUNTY GOVERNMENT CENTER, ONE W. MARKET ST.  
SNOW HILL, MD

**WORK SCHEDULE:** 8:00AM TO 4:30PM, MONDAY TO FRIDAY

**APPLICATION PERIOD:** UNTIL FILLED

**Job Summary:** This individual will be responsible for complex administrative 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
- Normal schedule is Monday-Friday 8:00am-4:30pm in the office

### **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
- Plan, prepare and provide support for various meetings and events as required
- Opens and distributes mail received in County Administration Office
- Assists in preparation of and posting of the County Commissioners' Meeting Package
- Prepares and files correspondence, reports and other documents
- Enter purchase orders, process invoices and handle bill discrepancies
- Assist with journal entries and accounts payable maintenance
- Maintains calendar for use of Government Center meeting rooms

- Assist with special projects as assigned
- 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 the Worcester County Government Personnel Rules & Regulations
- Assist County Attorney, Public Information Officer and Budget Officer as needed
- 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
- Composes confidential and non-confidential correspondence for administration
- 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 and apply acquired knowledge to increasingly varied and complex tasks
- Able to establish and maintain harmonious working relationships with staff, and the public using tact, discretion, sound judgment, and professionalism
- Able to communicate effectively in writing and verbally with staff, retirees, and the public
- Able to perform work correctly, accurately, and consistently
- Able to create and maintain spreadsheets with formulas
- Able to meet deadlines timely
- 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
- Able to prepare reports and analyze data as required
- Experience with New World and Docuware preferred
- Proficient typing skills (60+wpm)
- Experience with Microsoft Word, Excel, Publisher and PowerPoint
- Must have a team-oriented work ethic and ability to collaborate
- Self-starter that takes initiative and has a sense of urgency

#### **Office Assistant IV**

- The education and skills listed above, plus 2 to 9 years of work-related training and administrative office experience combined with at least 2 to 5 years of increasing responsibility in an office environment.

#### **Office Assistant V**

- In addition to the education and skills listed above, plus 10 or more years of work-related training and administrative office experience combined with over 5 years of increasing responsibility in an office environment.

#### **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.

## **Worcester County Government Benefits Information**

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.