



CECIL COUNTY GOVERNMENT POSITION ANNOUNCEMENT

Human Resources Department

OFFICE SERVICES ASSISTANT – ON CALL / TEMPORARY

OFFICE SERVICES ASSISTANT – ON CALL/TEMPORARY with a salary of \$10.85 per hour. This position fills in where needed within County departments that have staffing shortages. This is a great opportunity toward gaining experience in the County administration and the potential for long-term employment! No benefits are included with this position.

All applicants **must be able to work a Monday-Friday, 8:00am - 4:30pm schedule, if needed** and potentially serve in a variety of departmental settings. Assignments can be short or long term, depending on the need.

Position requirements: High School Diploma or G.E.D.; One (1) or more years experience in office/administrative setting is required. Must have excellent customer relations, and multi-tasking ability; above average keyboarding/typing; proficient in MS Office software (Intermediate – Advanced Word, Excel, Access). Office/computer skills testing will be required; must be flexible and adaptable to a variety of professional settings; a valid Driver's License required.

Duties: Including, but not limited to, utilizing the telephone; answering, transferring calls, and/or taking messages; typing letters, making spreadsheets, creating schedules, scanning documents, processing other material; greeting, and assisting visitors, including external vendors, internal employees and County citizens; Maintains office record keeping; various office files; gathers, sorts, and distributes mail; performs other duties as instructed and assigned.

Application procedure: To submit your resume and application, please go to www.ccgov.org and complete an online application.

Cecil County Government is an Equal Opportunity Employer and does not discriminate because of race, color, age, sex, religion, national origin, political affiliation, or handicap. EOE/AA/ADA.