



Administrative Assistant

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn as an **Administrative Assistant** during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual minimum Salary of \$50,856.00 starting..**

If our **Administrative Assistant** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Administrative Assistant	GRADE	9
DEPARTMENT:	Division of Emergency Services	FLSA STATUS:	Non-Exempt
REPORTS TO:	Programs Administrator		

GENERAL DEFINITION OF WORK:

Performs skilled clerical work providing executive level administrative support to the Director and Division of Emergency Services Staff, which requires extensive operational experience and/or training in multiple software programs and office operations.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Performs executive level administrative support to the Director and Division of Emergency Services Staff.
2. Composes correspondence on behalf of the Division of Emergency Services and its Staff regarding a broad variety of external and internal requests and information.
3. Develops and produces a variety of complex correspondence, reports, minutes, lists, forms, tables, memorandums, etc.
4. Maintains and updates various files and databases.
5. Coordinates the development of meeting schedules, weekly staff meetings, and the Divisions weekly agenda.
6. Screens telephone calls and greets visitors, handles citizen complaints/concerns, makes appropriate referrals to other departments and agencies.
7. Handles the scheduling of and is responsible for Setting up Meeting Rooms.
8. Orders and maintains office supply inventories.
9. Assist in the development of budgets and purchase orders.
10. Opens, sorts, and distributes incoming and outgoing mail.
11. Receives deliveries and routes to appropriate individuals.
12. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of commonly accepted business practices.
- Knowledge of office technology skills.
- Expert level knowledge of proper business English and spelling.
- Expertise in the operation of personal computers with excellent skills in the use of Microsoft Office Suite.
- Ability to address inquiries and assist the public in a courteous manner.
- Ability to organize and assist in a wide variety of projects.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships with associates and the public.

EDUCATION AND EXPERIENCE:

- High School Diploma.
- Minimum of 3-5 years experience in administrative/secretarial expertise.
- Must have prior customer service experience.

PHYSICAL REQUIREMENTS:

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license with ability to maintain.

Professional business attire required.

Required to work on site each working day / no remote work.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Human Resources: 01/10/25

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
Wednesday, 23, 2025 @ 4:00pm**