



Senior Office Associate

Washington County State's Attorney Office

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 a **Senior Office Associate** during your first year as a full time Employee with Washington County Government:

- ✓ **Six (6) Paid Personal Days**
- ✓ **Ten (10) Paid Vacation Days**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **Fifteen (15) Paid Sick Days**
- ✓ **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 Salary of \$47,986.00**

If our **Senior Office Associate**, 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:	Senior Office Associate	GRADE	8
DEPARTMENT:	States Attorney Office	FLSA STATUS:	Non-Exempt
REPORTS TO:	States Attorney		

GENERAL DEFINITION OF WORK:

Performs intermediate skilled clerical work providing administrative support which requires above average experience and/or training in various software programs, typing, filing and other office assignments. Direction may be provided by a senior level clerical person, department head or division director.

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. Types correspondence, reports, minutes, lists, forms, purchase requisitions, memoranda, etc.
2. Enters a variety of information into computer; maintains computer database and hard copy files as required; generates reports as necessary.
3. Receives and delivers office communications, mail, packages, etc. on established or special assignment.
4. Serves in capacity as receptionist, information clerk, switchboard operator, etc. as directed.
5. Receives, receipts and accounts for various payments.
6. Prepares and processes various bills for services rendered.
7. Assists with maintaining department payroll records.
8. Maintains department training and personnel records.
9. Orders and maintains departmental supplies; codes and processes department invoices for payment.
10. Attends various meetings and takes and transcribes meeting minutes.
11. Maintains various schedules; compiles, prepares and disseminates various statistical reports.
12. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of proper business English and spelling; thorough knowledge and expertise in the operation of personal computers with excellent skills in Microsoft word processing and Excel spreadsheet applications; ability to answer inquiries and assist the general public in a courteous manner; ability to understand and follow complex oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable office experience or an advanced secretarial training certificate/degree.

PHYSICAL REQUIREMENTS:

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a 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 and ability to maintain.

Human Resources: 4/2017

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

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

Easy Ways to Apply:

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

Internal Candidates are required to use an Internal Application (including resume) when applying.

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:
Monday, March 9, 2026 @ 4:00PM**