



Office Associate

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 **Office Associate** 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 \$42,702.00 starting..**

If our **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.



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|--------------------|---|---------------------|-------------------|
| JOB TITLE: | Office Associate | GRADE | 6 |
| DEPARTMENT: | Public Relations & Marketing | FLSA STATUS: | Non-Exempt |
| REPORTS TO: | Director of Public Relations & Marketing | | |

GENERAL DEFINITION OF WORK:

Performs intermediate clerical work providing administrative support which requires above average experience and/or training in typing, filing and operating various types of office equipment. Direction may be provided by the 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. Assists with the coordination of the daily activities of the department.
2. Maintains files of correspondence, forms, reports, etc.
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.
5. Receives receipts and accounts for various payments.
6. Orders and maintains departmental supplies.
7. Track vehicle mileage and maintenance for vehicles assigned to the department.
8. Act as recording clerk for department when needed by taking and transcribing meeting minutes, sending and receiving meeting notices, maintaining, and recording meeting attendance, developing ARFs, etc.
9. Maintain adequate office supplies and inventory as well as the maintenance of departmental office equipment.
10. Monitor and respond to emails submitted to the general email account for the department.
11. Assists with completing P-card statements for the department. Receives, receipts and accounts for various payments.
12. Assist Director with tracking line-item budget.
13. Act as the departments primary first point of contact by greeting and directing guests and visitors.
14. Answer, handle and/or direct incoming calls to the main Public Relations & Marketing line and respond to voicemails by coordinating with the Public Relations & Marketing staff.
15. Assist the Public Relations & Marketing staff with projects as needed.
16. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to maintain the confidentiality associated with personnel.
2. Excellent organization and interpersonal skills, including the ability to deal with the public and county employees in a friendly and professional manner.
3. Ability to perform multiple tasks and projects independently without supervision.
4. Ability to remain calm under pressure and maintain neutrality in controversial situations.
5. General knowledge of proper business English and spelling.
6. Ability to understand and follow oral and written instructions.
7. Ability to establish and maintain effective working relationships with associates and the general public.
8. General knowledge of standard office practices, procedures, equipment & office assistance techniques both orally and in writing.
9. Knowledge of Microsoft Suite such as Word, PowerPoint, Excel, Planner and SharePoint

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 preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid driver's license.

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

Revised:

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:
Tuesday, August 19th, 2025 @ 4:00pm**