

Job Title: ADMINISTRATIVE ASSISTANT- CONTRACTUAL

Location: Frederick, MD

Job Type: Contractual- Early June until Mid-August

Pay: \$15.00/hour

Brief Description:

This contractual position provides varied office support duties to the operations of the Soil Conservation District. Supervision is received from the District Manager.

Essential Responsibilities:

- Perform office reception and customer service duties, provide information and assistance to the general public, county staff, telephone inquiries, and take messages or make referrals to other staff as appropriate.
- Assist with providing support to office operations and assistance to Soil Conservation staff.
- Receive, log, and distribute Erosion and Sediment Control plans to appropriate engineers as they arrive; confirm and log accompanying payments.
- Type/format correspondence as requested.
- Process and distribute all incoming and outgoing mail for the office.
- Perform general clerical duties (e.g. photocopying, collating, filing, etc.).
- Perform other duties as required.

Qualifications and Requirements:

- High school diploma or equivalent;
- Proficient with Microsoft Suite and common office equipment;
- Detail-oriented;
- Excellent customer service and communication skills;

Knowledge, Skills, and Abilities:

- Strong and effective spoken and written (English) communication skills.
- Ability to maintain a pleasant, professional demeanor while dealing with staff, engineers and the public in a wide variety of circumstances.
- Ability to effectively access and utilize Microsoft Office Suite, e-mail, spreadsheet and other systems and equipment.

Please submit your resume and cover letter detailing your experience to Heather Hutchinson, District Manager, at hhutchinson@frederickcountymd.gov