



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Senior Office Specialist, C03, \$31,138 - \$34,382 (B.O.E)
+ FRINGE BENEFITS

DEPARTMENT: Land Use & Growth Management

OPENING DATE: 04-01-20 **CLOSING DATE:** Open Until Filled

MINIMUM QUALIFICATIONS:

Education: High School diploma or G.E.D;

Experience: Six months or more of related experience;

Note: Any equivalent combination of acceptable education, training, and/or experience which has provided the knowledge, skills and abilities may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Pass extensive background check with favorable results;
- ◆ A valid Maryland driver's license;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Performs a wide variety of clerical tasks to support office operations; performs other duties as assigned.

DUTIES:

- ◆ Answers in-coming calls and re-directs appropriately, assists visitors and staff with any inquiries;
- ◆ Types and copies correspondence; maintains office schedules, logs, records, files, and databases; receives and delivers office correspondence, mail, and packages;
- ◆ Scan and archive documents;
- ◆ May:
 - maintain and order office supplies;
 - track and submit employee excel time sheets;
 - maintain office equipment;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain working knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary's County Government to the public;
- ◆ Ability to operate office equipment – copier, fax machines, multiple phone lines; scanner;
- ◆ Ability to effectively communicate with other staff members;
- ◆ Ability to operate relevant technology, including typical office administrative software as well as County financial software
- ◆ Basic math and language skills.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions. The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

COMPENSATION/BENEFITS:

Hiring Salary: \$31,138 - \$34,382 (B.O.E) annually

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement Pension System (SRPS).

[Click Here for Information: Employee Benefits Summary - September 2019](#)

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview.

TO APPLY: A 2020 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center (Potomac Building)
Department of Human Resources, 3rd Floor
23115 Leonard Hall Drive, Leonardtown, MD 20650
Phone: 301-475-4200 Extension: 71100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: 71109
Email: smchr@stmarysmd.com Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the Department of Human Resources: smchr@stmarysmd.com or (301) 475-4200, Extension: 71100

APPLY NOW - <https://www.stmarysmd.com/hro/application/apply/>

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.