

Maryland Department of Public Safety & Correctional Services  
**Human Resources Services Division**

*Martin O'Malley*  
Governor

*Anthony G. Brown*  
Lt. Governor



*Gary D. Maynard*  
Secretary

*Kathleen Spencer*  
Acting Executive  
Director

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***Recruitment & Examination Announcement***  
**CONTRACTUAL POSITION**  
**FOR SIX (6) MONTHS (DECEMBER TO MAY)**

(No Benefits)

**Recruitment:**                      **Administrative Specialist III**

**Salary:**                                **\$19.38 per hour**

**Closing Date:**                      **November 13, 2009**

**Position Duties:** Administrative Specialist III performs administrative staff work requiring regular use of independent judgment and analysis in applying and interpreting rules and regulations in accordance with agency laws and policies. The incumbent will be required to gather, verify, analyze and interpret data; compose and distribute correspondence; interpret administrative decisions and policies, function as liaison, and perform other administrative duties. This position provides clerical support dealing with legislative matters.

**Location of Position:** Annapolis, Maryland

**Minimum Qualifications:**

**Education:** Completion of 60 credit hours at an accredited college or university.

**Experience:** Two years of experience in administrative staff or professional work. Must possess strong clerical and administrative skills, and a proficiency in Microsoft Office and Outlook.

**Note:** 1. Applicants may substitute experience as defined above at the rate of one year experience for 30 credit hours of education, for up to 60 credit hours of the required education.

2. Applicants may substitute a bachelor's degree from an accredited college or university for the required education and experience.

**To Apply:**

**Mail a Resume and a State Application (MS100 Form) to:**

**MD Department of Public Safety and Correctional Services  
Recruitment and Examination Unit**

**6776 Reisterstown Road, Suite 309**

**Baltimore, MD 21215-2342**

**ATTN: Kathleen B. Spencer, Acting Executive Director, HRSD**

Application forms (MS100) may be obtained from the Department of Budget and Management, 300 W. Preston Street, First Floor, the personnel office at any Department of Public Safety and Correctional Services facility, by calling (410) 585-3060 or downloaded from [www.dbm.maryland.gov](http://www.dbm.maryland.gov)

**Equal Opportunity/ADA Employer**

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