

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 Blucher
Acting Executive
Director

Recruitment & Examination Announcement

PROMOTIONAL/LATERAL TRANSFER OPPORTUNITY

This is a position-specific recruitment for the Department of Public Safety and Correctional Services (DPSCS). **It is limited to DPSCS employees only.** The eligible list will be used to fill this position/function only. Applicants interested in future vacancies in this job classification will need to apply for those positions when they are advertised. The vacancy is at the Internal Investigative Unit in Savage, Maryland.

RECRUITMENT FOR: Administrative Officer I
(Announcement # 09-2711-946)

SALARY: \$34,113-\$53,944 - \$33,602-\$52,596 (Temporary Salary Reduction)

CLOSING DATE: November 20, 2009

POSITION DUTIES: This position functions as an Administrative Assistant to the Director and supervisors within the Internal Investigative Unit. The employee is responsible for coordination and performance of administrative tasks associated with the operation of the IIU Headquarters Office.

This employee assists the Director with managing the Unit's budget by preparing the necessary documents; acts as liaison between the agency staff and the Department's Human Resources Services Division regarding personnel issues; prepares certain correspondence on behalf of Director; collects and categorizes statistical data to prepare the agency's annual report; prepares and processes approved training documents; and manages fleet.

MINIMUM QUALIFICATIONS:

Education: Possession of a bachelor's degree from an accredited four-year college or university.

Experience: One year of experience in administrative staff or professional work.

Note: 1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.

2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year-for-year basis for the required experience.

SELECTION PROCESS: Applicants who meet the minimum qualifications will be evaluated for this position. Qualified applicants will be ranked as BEST QUALIFIED, BETTER QUALIFIED or QUALIFIED and placed on the employment (eligible) list for at least one year.

EXAMINATION: The examination will consist of a rating of your education, training, and experience as it relates to the requirements of this position. The rating will be based on the information contained on your State application (MS-100). Therefore it is important that you provide complete and accurate information on your application. Report all experience & education related to this position.

TO APPLY: Please submit a Maryland State Employment Application (MS-100) for this position, including the announcement number. Resumes will not be accepted in lieu of completing the application. Information must be received at the address below by 5:00 p.m. on the closing date. Applications sent by fax will not be accepted. The Human Resources Department is not responsible for applications sent to any other address. Sending the application to a different address will result in not being considered.

MD Department of Public Safety & Correctional Services
Recruitment & Examination Unit
ATTN: Olivia Robinson
6776 Reisterstown Road
Suite 309
Baltimore, MD 21215-2342

Application forms (MS100) may be obtained from the personnel office at any Department of Public Safety & Correctional Services facility, by calling (410) 585-3060 or download from www.dbm.maryland.gov.

Posted: 11/05/09

#09-2711-946 (or)

Equal Opportunity/ADA Employer