



Position Announcement

Today's Date: **10/13/2016**

Posting #: **8457**

Job title: **Office Assistant I**

FLSA/ Code/ Status: **Nonexempt / 1221 /CUB unrepresented**

Location: **417 E. Fayette Street, Baltimore MD 21202**

Annual Salary: **\$23,900 - \$32,795**

Status: **Temporary without benefits**

Position Overview:

This is an office support position requiring knowledge of general office and clerical tasks. Work involves performing limited office support duties for a department or program.

Typical Examples of Work Performed:

- Provides clerical support to department.
- Enters customer data, either employer or jobseeker, into the reporting system.
- Contacts employers to verify customer's employment reported by programs.
- Contacts programs to request missing data and support documentation.
- Type letters, memoranda, reports, documents, and other materials. Assists in maintaining databases.
- Operates various office equipment, i.e. fax machine, photocopiers, scanner, etc.
- Maintains and organizes files.
- Schedules appointments, assists in special events, and assists in meeting services (room set-up, making packets for distribution to attendees, etc.)
- Performs other duties as required.

Key Attributes:

- Knowledge of existing office practices, procedures, and equipment.
- Knowledge of business English, and good at spelling, punctuation, grammar and oral communication.
- Ability to learn and use MOED and City designated software programs such as Fundware, e-time, MWE, ETO,
- Knowledge of business arithmetic and ability to make moderately complex arithmetic computations and tabulations with accuracy and speed.
- Ability to communicate verbally and in writing.
- Ability to meet and greet visitors in a professional manner.
- Ability to establish and maintain effective working relationships with associates and the public.
- Ability to plan, organize and execute continuing assignments, to work independently and to maintain moderately complex records.
- Ability to work as a member of a team to assure project completion.

Required Education & Experience:

- High School Diploma or GED.
- One year of office/clerical experience.
- Or, any acceptable combination of education and experience.

Special Requirements:

- May occasionally be asked to work outside of the normal business hours.

MOED Employees receive priority consideration for open positions and must apply within 5 business days. All other qualified applicants should submit an application and/or resume to the MOED Human Resources Department, 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410) 396-8132, via email: resumes@oedworks.com. Please place job title and posting number in the subject line. MOED is an Equal Opportunity Employer.