



Office Assistant III **Job Posting Announcement**

Posting Date: 07/15/2020

Posting Number: 1177433

Classification: Facilities/Officer Services II

Functional Job Title: Office Assistant III (OAIII)

FLSA/Bargaining Unit: Non-exempt/CUB

Grade/Salary Range: 916/\$33,321-\$46,761

Location: 3001 East Madison Street Baltimore, MD 21205

Status: Fulltime/Regular

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Position Overview:

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

Essential Duties and Responsibilities:

- Provides clerical support to the department and creates and proof-reads letters, memoranda, reports, documents, and other materials.
- Handles complex responsibilities such as conducting research, preparing statistical reports, and supervising
- Receives and screens incoming calls and visitors; schedules, coordinates, and (if necessary) facilitates meetings
- Receives and prepares response for complaints from customers and staff.
- Acts as an intermediary for the Department Head when requested, maintaining contacts with public and private executives and officials
- Maintains schedule of appointments for the Department Head; plans itinerary, makes travel arrangements, and maintains expense accounts
- Interprets executive/management level documents and letters, and composes in presentation format
- Gives assignments and instructions to individuals and groups of employees engaged in office/clerical work of the department, supervises their performance, and occasionally coordinates office workload

Knowledge, Skills and Abilities:

- Thorough knowledge of existing office practices and equipment, and of business English, spelling, and punctuation
- Ability to learn and use MOED and City designated software programs such as Fundware, e-time, MWE, ETO, etc.
- Thorough knowledge of the agency's functions and services.
- Ability to communicate orally and in writing; ability to understand and follow complex, oral and written instructions.
- Ability to compose and interpret departmental correspondence to presentation format.
- Ability to meet and greet visitors in an effective and professional manner and to establish and maintain

effective working relationships with superiors, associates, representatives of other organizations and the general public.

- Ability to plan, organize and execute complicated and continuing assignments without instructions or reviews.
- Ability to interpret departmental correspondence and compose in presentation format

Minimum Required Education and Experience:

- A high school diploma or GED Certificate.
- Plus 3 years' experience performing and coordinating moderately-complex administrative/operations projects is required.
- An equivalent combination of education and experience.

Interested applicants may apply via this [link](#).

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider