



## **Job Posting Announcement**

**Posting Date:** 1/6/2019

**Posting Number:** 1097224

**Classification:** Facilities/Office Service I

**Functional Job Title:** Intake Specialist/Office Assistant I (OASI)

**FLSA/Bargaining Unit:** Nonexempt/ 1221/CUB unrepresented

**Grade/Salary Range:** 911 (\$25,363-\$44,241)

**Location:** 1410 Bush Street Suite 122 Baltimore MD 21230

**Status:** Full-time, Regular with Benefits

### **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:**

Under the direction of the MOED supervisor, the Intake Specialist OAS I will perform general office duties, provide intake and orientation functions to assist residents with connecting to the services at the employment center.

### **Essential Duties and Responsibilities:**

- Provides clerical support to department / agency as assigned
- Receives and screens incoming calls directs them to appropriate department.
- Greet agency visitors / customers in professional – business-like manner; exhibit business like office behaviors
- Gives routine information to public or refers them to proper sources of information.
- Types letters, memoranda, reports, documents, and other materials; assists in maintaining databases.
- Operates various office equipment, i.e. fax machine, copiers, scanner, computer etc.
- Maintains and organizes hard copy files and e files.
- Schedules appointments, assists in special events, and assists in meeting services (room set-up, food organization, etc.), may open / deliver simple customer orientations or workshops.
- Assists customers in basic job search functions such as resume formats, job applications, and assistance with email.
- Represents agency at outreach activities to recruit participants to the program.
- Opens sorts and distributes incoming mail; prepares outgoing mail.
- May orders and maintain office supplies and materials for assigned department.
- May maintain attendance and payroll records and files, and prepares basic reports of operations.
- Performs other duties as required.

### **Knowledge, Skills and Abilities:**

- Ability to drive an automotive vehicle in a safe and courteous manner.
- Ability to understand and follow oral and written instructions.
- Ability to clearly express ideas, both orally and in writing.
- Knowledge of principles and practices of automotive operation.
- Knowledge of the Baltimore metropolitan area.
- Knowledge of positive community interaction, and strategies for effective communications.
- Ability to work as a member of a team to assure project completion.
- Ability and willingness to satisfactorily complete certification course as Baltimore City vehicle operator.

**Education & Experience:**

- High School Diploma or GED (preferred)
- One to two years of office/clerical experience to include use of MS Office products

**Special Requirements:**

- Maryland driver's license and daily access to an automobile
- Criminal Background Investigation

**Interested applicants may submit their resume via email [resumes@oedworks.com](mailto:resumes@oedworks.com).  
Please place Job Title and Posting Number in the subject line.**

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