



Position Announcement

Posting Date: 11/30/2021

Posting Number:

Classification: Facilities/Office Services II

Functional Job Title: Senior Office Assisnat (Office Assistant III)

FLSA/Bargaining Unit: Non-Exempt/CUBS

Grade/Salary Range: 916 (\$18.73/hr)

Location: 3001 East Madison Street Baltimore, MD 21205

Status: Fulltime- Regular with Benefits

About the Mayor's Office of Employment Development:

The mission of the Mayor's Office of Employment Development 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.

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 Functions:

- 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
- Completes and follow-up on purchasing obligations to ensure that the day-to-day inventory of equipment, furniture, supplies, etc are met
- Track expenditures and provide regular budget updates to Manager
- Receives and screens incoming calls and visitors; schedules, coordinates, and facilitates meetings
- Receives and prepares response to 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; plan 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

Key Attributes:

- 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 WorkDay, 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

Required Education & Experience:

- Two years of college including courses in business administration.
- Three years of office/clerical experience; two of which must have been progressively responsible administrative experience or as a clerical supervisor.
- Or, any acceptable combination of education and experience.

Interested applicants may submit their resume using this [link](#)

Baltimore City Mayor's Office of Employment Development is an Equal Opportunity Employer