

## Administrative Aide (C22065)

Administrative Aide - Lanham Office

Recruitment #23-002572-0015

[APPLY](#)

### Introduction

#### **This is a Contractual Position with Limited State of Maryland Benefits**

**Work that matters.** The Maryland Department of Housing and Community Development (DHCD) is a national leader in community development and affordable housing. The Division of Neighborhood Revitalization seeks a positive individual experienced with providing administrative support to a Division office of approximately 25 professionals.

### GRADE

ASTD 11

### LOCATION OF POSITION

7800 Harkins Road, Lanham MD 20706

DHCD's Headquarters are located in Prince George's County, across from the New Carrollton metro stop

### POSITION DUTIES

This Administrative Aide serves as the primary administrative support staff for Community Services Programs (Team IV) programs which include all programs falling under Homelessness Solutions and Poverty Solutions as well as supporting the Assistant Secretary and Deputy Director working at the Lanham office of the Division of Neighborhood Revitalization (NR). In addition, it is the responsibility of this position to serve as a point of contact for all external and internal customers communicating with staff in the Division's Lanham Office and providing customer service. Position serves as backup and support to the other administrative support staff for the Division.

### MINIMUM QUALIFICATIONS

**Education:** Graduation from an accredited high school or possession of a high school equivalency certificate.

**Experience:** Four years performing secretarial work or clerical work involving typing duties.

Notes:

1. Additional secretarial or clerical experience may be substituted on a year-for-year basis for the required education.

2. Thirty credit hours with a major in secretarial science or office technology from an accredited college may be substituted at the rate of thirty credits for one year of experience for up to two years of the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in Administration classifications or Administrative, Clerical, or Office Services specialty codes in the Administrative Support field of work on a year-for-year basis for the required experience.

## DESIRED OR PREFERRED QUALIFICATIONS

- Experience managing a fast-paced office with multiple phone lines
- Experience with Microsoft PowerPoint and Google Workspace

## LICENSES, REGISTRATIONS AND CERTIFICATIONS

Demonstrated ability to accurately type on a keyboard on a personal computer at a minimum of forty words per minute may be required, depending on the specific requirements of the position.

## SELECTION PROCESS

Please provide sufficient information on your application to document that you meet the minimum qualifications for this recruitment. Unofficial transcripts, certifications or diplomas to document educational or certification qualifications are required. Educational credentials from foreign countries must be evaluated by an approved education review service. This evaluation must be submitted with your application. For further information, you may call International Consultants of Delaware, Inc. (302) 737-8715 or World Education Services Inc. 1-800-932-3897 or (202) 331-2925. Successful candidates will be placed on the employment (eligible) list for at least one year. Eligible list may be used to fill future vacancies of the same classification. **Successful candidates must document eligibility to work in the U.S. upon hire.**

**Please note:** The Maryland Department of Housing and Community Development is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

## EXAMINATION PROCESS

The examination will consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.

## BENEFITS

Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. Leave may be granted to a temporary/contractual employee who has worked 106 days in a 12 month period. This leave accrues at a rate of one hour for every 30 hours worked, not to exceed 40 hours per calendar year.

## FURTHER INSTRUCTIONS

Online applications are **STRONGLY** preferred. However, if you wish to submit a paper application, you may mail your application and materials to:

Kathleen Hubbard  
Department of Housing and Community Development  
Office of Human Resources  
7800 Harkins Road, Lanham, MD 20706

All application materials must be received by the filing deadline. If you are unable to upload your transcripts into the system, please send via email to [miles.peterson@maryland.gov](mailto:miles.peterson@maryland.gov)

Please include the following information in the body of the email:

- Attn: Kathleen Hubbard, Employee Relations and HR Generalist Manager
- Your First and Last Name
- Recruitment #
- Classification (Job Title) of Recruitment

Incorrect application forms, or resumes in place of the application, will not be accepted. If you are interested in these positions and cannot apply online please fill out the paper application. For questions concerning these positions, please call 301-429-7418.

TTY Users: call via Maryland Relay.

We thank our Veterans for their service to our country, and encourage them to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.