

Administrative Aide/ Administrative Assistant [C23001]

Filing Deadline: 2/15/2023 11:59:00 PM

Salary: \$19.69-\$23.55/hourly

Employment Type: Full-Time

**Work that Matters.**

The Maryland Department of Housing and Community Development (DHCD) is a national leader in the financing of affordable housing and revitalizing communities. This is an opportunity to join this nationally-recognized, award-winning organization and apply your skills to this high public purpose and challenging area. Annually, DHCD finances approximately 2,700 units of multifamily rental housing in 40 properties, amounting to \$350 million in construction and permanent financing. Funding comes from a variety of sources, including state-appropriated funds, taxable and tax-exempt revenue bonds, federal low-income housing tax credits, federal HOME funds and other federal funds. Additionally, DHCD administers rental assistance programs and innovative initiatives designed to expand affordable housing opportunities for persons with disabilities, increase the energy efficiency and sustainability of affordable multifamily developments, and preserve rental housing.

The main purpose of this position is to assist in managing the day-to-day operations of the Division of Community Development Administration (CDA). This position provides diverse administrative and program support to the CDA teams. This position reports to the HR Liaison Operations Supervisor and work closely to ensure that operational needs are met efficiently and timely. Primary duties entail managing and control large volume of incoming calls, schedule meeting and interviews. Provides document management support in areas of correspondence, mail distribution, merged mailings, and special projects.

DHCD offers a flexible work schedule, telework and job-sharing options, training, advancement and career path opportunities, casual business dress on Fridays, and a competitive salary. There is ample parking, and our offices are located in walking distance to the New Carrollton MARC Train Station.

**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.

Four years of experience performing secretarial work or clerical work involving typing duties.

To apply for this position please go to the link listed below:

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=23&R2=005591&R3=0002>