



Office of Human Resources
145 Gorman Street, 2nd Fl
Annapolis, MD 21401-2535

CityJobs@annapolis.gov · 410-263-7998 · Fax 410-295-7999 · Deaf, hard of hearing or speech disability – Use MD Relay or 711 · www.annapolis.gov

Position Vacancy Announcement Internal Applicants Only

Position	Administrative Office Associate	Opening date	June 18, 2015
Department	DNEP	Closing date	July 2, 2015
Salary range	\$41,446 - \$66,314 (A09)		

General statement of duties

Performs a wide variety of responsible clerical, secretarial and administrative tasks in various departments of the City; does related work as required.

Distinguishing features of the class

This is a highly responsible secretarial, supervisory position located in various city departments which involves frequently detailed duties of a high level clerical nature and of a wide and varied scope. An Administrative Office Associate is expected to make independent routine decisions consistent with city and departmental policies and procedures. Supervision is received from the department director or his designee.

Examples of work (illustrative only)

- Provides staff support to various city boards, committees, commissions, and divisions of the Department, using computer;
- Answers citizens questions and routine correspondence concerning departmental policies and procedures, schedules, programs, etc., and registers participants;
- Keeps a wide variety of records and logs, pending folders, analyzes them and makes routine reports on them;
- Works on independent projects as assigned;
- Supervises work of clerical employees or others as assigned by supervisor for form, accuracy and adherence to city and department policies and procedures;
- Performs a wide variety of clerical duties, types, transcribes tapes, operates word processing equipment and assists in other duties as directed or as necessary;
- Prepares departmental payroll, requisitions, vouchers, accident reports, other documents and performs related accounting tasks;
- Issues permits and licenses and/or instructs applicants in related policies and procedures;
- Performs a wide variety of services and related tasks as assigned by the supervisor;
- Conducts research needed to draft letters, contracts, reports and related documents;
- Establishes and maintains correspondence, tickler, and other files which are essential to the successful operation of the department;
- May act as Executive Office Associate to the Mayor in latter's absence.

Required knowledge, skills and abilities

Comprehensive knowledge of office terminology, procedures and equipment and of business arithmetic and English; good knowledge of bookkeeping; ability to take and transcribe machine dictation at a high rate of speed and accuracy; ability to follow complex oral and written instructions; ability to get along well with others; ability to plan and supervise the work of others; ability to present ideas effectively either orally or in writing; willingness to learn and perform a wide variety of assigned tasks; good judgment and tact; some knowledge of the principles of governmental organization and administration.

Acceptable experience and training

Considerable progressive responsible experience in secretarial work including machine dictation, word processing

equipment and related work and completion of high school, and an Associate of Arts Degree or a Bachelors Degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Americans with Disabilities Act

Physical ability: to sit continuously at a computer terminal or receptionist station for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over the telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form. The application is on-line at www.annapolis.gov and must be filed by the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, age, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.