



City of Annapolis
Office of Human Resources
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Position Vacancy Announcement

Position	Office Associate IV (1006)	Opening date	February 20, 2015
Department	Public Works	Closing date	March 6, 2015
Salary range	\$35,511 - \$56,817 (A07)		

General statement of duties

Performs difficult stenographic and clerical tasks; does related work as required. This position has a high degree of customer contact.

Distinguishing features of the class

This is high level clerical work usually involving responsible secretarial duties performed generally at the directorate level or its equivalent. Considerable judgment is required in establishing or adapting work procedures to new situations, and in performing varied clerical and minor administrative services to conserve the time of a superior. The work is reviewed upon completion but frequently no check is made of data compiled or records prepared. Supervision is often exercised over clerical assistants engaged in the performance of routine functions. It is of a more responsible level than Office Associate III because of the complexity of the tasks performed and the generally higher level of public contact.

Examples of work (illustrative only)

- Serves as an Office Associate in various departments of the city government;
- Signs supervisor's name to correspondence, interoffice forms, requisitions and related documents and personally composes routine correspondence;
- Takes and transcribes difficult dictation involving technical terminology including official and informal meetings;
- Prepares replies to correspondence from brief dictated notes or on own initiative;
- Established and maintains cross-reference files and establishes file categories;
- Processes personnel forms and payroll records;
- Provides routine information to persons visiting office or via telephone;
- Screens visitors, telephone calls and incoming mail, personally answering those inquiries which in the employee's judgment do not require the supervisor's attention;
- Prepares requisitions, vouchers and other documents;
- Maintains and searches files and a variety of source material to serve as background for reports dictated by supervisors;
- Reviews outgoing mail prepared by other clerks for form, accuracy and adherence to office policy;
- Inputs and retrieves computer data;
- Makes payroll changes for all City employees;
- Posts notices for soliciting applications for vacant positions;
- Serves as liaison between citizens and department;
- Is responsible for maintaining office equipment, ordering of supplies and maintenance contracts.

Required knowledge, skills and abilities

Good knowledge of office terminology, procedures and equipment and of business arithmetic and English; some knowledge of elementary bookkeeping; ability to take and transcribe dictation at a high rate of speed and accuracy; ability to follow complex oral and written directions; ability to get along well with others; demonstrated ability to maintain complex clerical record and prepare reports from such records; ability to make decisions in accordance with laws, ordinances, regulations and established procedures where errors could easily result in additional costs; ability to maintain confidential nature of reports; ability to make relatively complex mathematical computations rapidly and accurately; ability to plan and supervise the work of others; ability to maintain confidential nature of reports; good oral and written communications skills; good judgment; tact and courtesy.

Acceptable experience and training

Considerable experience in clerical work at the level of Office Associate III, some of which shall have involved taking and transcribing dictation, and completion of standard high school course with completion of business school or some college courses desirable; word processing experience is desirable; or any equivalent combination of experience training which provides the required knowledge, skills and abilities.

PLEASE NOTE that all applicants will be tested for the following skills:

- A computer skills test will be given, which will include the ability to use Microsoft Office Suite Products.
- The ability to accurately compose simple written correspondence.
- Basic abilities to navigate computer database programs.

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 a telephone; ability to hear recording on transcription device.

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 and submit a resume. The application must be emailed or postmarked with the closing date, or delivered to the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, 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.