

## OFFICE SERVICES CLERK- TEMPORARY EMPLOYEE (TE)

Recruitment #15-001376-0082

DEPARTMENT	DHMH Local Health - Washington County
DATE OPENED	11/16/2015 3:51:00 PM
FILING DEADLINE	11/30/2015 11:59:00 PM
SALARY	\$12.93 - \$20.13/hour
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Sandi Robinson
WORK LOCATION	Washington County

### Introduction

This position is a temporary employee (TE).

### GRADE

8

### LOCATION OF POSITION

Washington County Health Department, Hagerstown, MD

### Main Purpose Of Job

The main purpose of this position is to provide clerical office support to the Maryland Children's Health Program and MA for Families staff by performing and coordinating effective office procedures and efficient workflow.

### MINIMUM QUALIFICATIONS

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

**Experience:** Two years of experience performing clerical duties.

**Notes:**

1. Additional experience performing clerical duties may be substituted on a year-for-year basis for the required education.
2. Applicants may substitute education from an accredited college or university at the rate of thirty semester credit hours for one year of experience on a year-for-year basis for the required experience.

3. Six months clerical training with three courses in subjects such as keyboarding, clerical math, word processing, spreadsheets, database, graphics presentation, proofreading, or office etiquette may be substituted for six months of the requires experience.

4. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in Administrative classifications or in Administrative, Clerical, or Office Services specialty codes in the Clerical Support field of work on a year-for-year basis for the required experience.

## SELECTION PROCESS

Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Applicants certified to list will receive eligibility for a period of one (1) year. Eligibility may be extended beyond one (1) year period. For Recorded Job Information Call: 410-767-6018.

Online applications are highly recommended, however the paper application may be submitted to DHMH, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. The paper application must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted.

Incorrect application forms will not be accepted.

**If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689.**

Should additional information regarding this recruitment be required, please contact the DHMH Recruitment and Selection Division at 410-767-1251 or via email at [dhmh.jobs@maryland.gov](mailto:dhmh.jobs@maryland.gov).

Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258.

**Apply to [www.dbm.maryland.gov](http://www.dbm.maryland.gov)**