

2-22-2008

**Please mail your completed State application to:
OPSB Recruitment & Examination Division, Room 501
301 W. Preston Street, Baltimore, MD 21201**

**LIMITED TO CANDIDATES WILLING TO ACCEPT EMPLOYMENT IN
ANNE ARUNDEL COUNTY.**

**THIS IS A POSITION SPECIFIC RECRUITMENT FOR ANNE ARUNDEL COUNTY BOARD OF
ELECTIONS. THE RESULTING ELIGIBLE LIST WILL BE USED TO FILL THIS
POSITION/FUNCTION ONLY. PERSONS INTERESTED IN FUTURE VACANCIES IN THE
ELECTION ADMINISTRATIVE ASSISTANT I CLASSIFICATION WILL NEED TO REAPPLY.**

**RECRUITMENT FOR: ELECTION ADMINISTRATIVE ASSISTANT I
(08-1482-904)
(List both the title and announcement number on your application.)**

SALARY: \$26,257 - \$40,996

CLOSING DATE: February 29, 2008

POSITION DUTIES: An Election Administrative Assistant I is the full performance level of administrative support work related to a variety of technical or secretarial services in a local election office. Employees working in the technical areas perform administrative functions not involving policy decisions but requiring a thorough knowledge of the specific functions performed. Employees perform a variety of complex secretarial duties requiring a thorough knowledge of election laws, rules and procedures. Employees in this classification do not supervise but may provide training and guidance to Election Clerks and other support staff.

Employees receive general supervision from an Election Director, Election Deputy Director or other designated administrative staff and are expected to exercise considerable tact, discretion and judgment in all areas of work. Matters of confidentiality are given close attention by the supervisor. The work may require travel to schools, nursing homes or other facilities to register voters or provide related services. Employees may be required to work evenings and weekends, particularly prior to and following an election.

MINIMUM QUALIFICATIONS: Each candidate must have:

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

Experience: One year of experience applying election laws, rules and procedures in a local board of election office.

Notes:

1. Specialized clerical experience may substitute for the required experience applying election laws, rules and procedures in a local election office at the rate of one year for each six months of the required election office experience. Specialized clerical experience is defined as work in an office, which requires reviewing, verifying and interpreting information in order to make determinations and resolve work problems in accordance with policies, regulations, guidelines and procedures.
2. General clerical experience may substitute for the required experience applying election laws, rules and procedures in a local election office at the rate of two years for each six months of the required election office experience. General clerical experience is defined as work performing a variety of clerical duties, which are clear-cut and typically found in office settings, such as filing, copying, posting data and directing telephone calls.
3. Thirty college credits from an accredited college or university may be substituted for the required experience.
4. Additional experience applying election laws, rules and procedures in a local election office may be substituted for the required.

SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. Employees in this classification are required to be registered voters in the State of Maryland in accordance with the Election Law Article, Section 2-207(d).
2. Employees in this classification may not hold or be a candidate for any elective public or political party office or any other office created under the Constitution or laws of this State in accordance with the Election Law Article, Section 2-301(b).

TO APPLY: Please include the title of the position for which you are applying, as well as the announcement number, on your State application (MS-100). Please send your application to the address listed above. Sending the application to a different address could result in not being considered.

APPLICATIONS: Applications may be obtained by visiting our website at: www.dbm.maryland.gov; by writing to DBM, OPSB, Recruitment & Examination Division, 301 W. Preston Street Baltimore, Maryland 21201; or by calling 410-767-4850, toll-free: 800-705-3493; TTY users call Maryland Relay Service, 800-735-2258.

QUALIFICATIONS: You must possess the minimum (and selective, if applicable) qualifications to be considered for this position. If you are scheduled to complete an educational or licensing requirement within six months of the assessment, you may participate in the examination process. Permanent State employees may also complete necessary experience requirements within six months of the date of the assessment. However, such candidates will appear in pending status on the eligible list until documentation has been received that the educational and/or experience requirements have been met. Credit may be given for relevant part-time, temporary, or volunteer experience, if you list the number of hours worked per week. All information used to determine your qualifications must be submitted by the closing date. Therefore, be sure that you accurately and thoroughly complete the application.

SELECTION PROCESS AND ASSESSMENT: Please make sure that you provide sufficient information on your application (and on separate pages, if necessary) to show that you meet the qualifications for this recruitment. **All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date.** Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

The assessment 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 OFFERED TO MARYLAND STATE EMPLOYEES

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| <ul style="list-style-type: none"> ✓ Medical/Health Insurance Plans: <ul style="list-style-type: none"> <u>PPO Plans</u> ▪ CareFirst Blue Cross/Blue Shield PPO ▪ MLH-Eagle (MAMSI) <u>POS Plans</u> ▪ CareFirst Blue Cross/Blue Shield MPOS ▪ M.D. IPA Preferred ▪ Aetna QPOS <u>HMO Plans</u> ▪ CareFirst Blue Cross/Blue Shield ▪ Blue Choice ▪ Optimum Choice (MAMSI) ▪ Kaiser Permanente ✓ Prescription Plan ✓ Dental Plans: <ul style="list-style-type: none"> ▪ United Concordia DPPO ▪ United Concordia DHMO ▪ Dental Benefit Providers DHMO ✓ Term Life Insurance Plan ✓ Personal Accidental Death and Dismemberment Plan ✓ Long Term Care Plan ✓ Most Health Plans include a Vision Plan ✓ Flexible Spending Accounts: <ul style="list-style-type: none"> ▪ Health Care Spending Accounts ▪ Daycare Spending Accounts ✓ State Retirement and Pension System <ul style="list-style-type: none"> ▪ Employees are vested in the pension system after five years of employment <p style="margin-top: 20px;">Tax-deferred supplemental retirement savings plans:</p> <ul style="list-style-type: none"> ▪ 457 ▪ 403(b) ▪ 401(k) ▪ 401(a) match plan | <ul style="list-style-type: none"> ✓ SECU Credit Union ✓ Direct Deposit ✓ Savings Bonds ✓ Maryland Prepaid College Savings Plans ✓ Paid Holidays: 11-12 per year ✓ Annual Leave <ul style="list-style-type: none"> ▪ Up to five years of State service, 10 days earned per year ▪ Five to 10 years of State service, 15 days earned per year ▪ 10-20 years of State service, 20 days earned per year ▪ 20+ years of State service, 25 earned per year ▪ Employees may carry over up to 10 weeks of annual leave per year ✓ Personal Leave: Six days per year ✓ Sick Leave: 15 days per year, unlimited accrument ✓ Compensatory Leave ✓ Military Leave ✓ Leave Bank and Employee-to-Employee Leave Donations ✓ Employee Assistance Program ✓ Flextime and Teleworking opportunities for some positions |
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* Please note that the benefit information provided pertains to full-time, permanent employees. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.