

UNIVERSITY OF MARYLAND EXTENSION
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES

POSITION ANNOUNCEMENT

Title: OFFICE CLERK II

Category Status: Half-time (19 hours per week), Contractual (6 months, with a possibility for extensions)

Unit: University of Maryland Extension (UME) – Calvert County

Location: University of Maryland Extension, Prince Frederick, MD

Under direct supervision, performs high volume typing and routine clerical work in support of the UME Calvert County faculty and staff.

PRIMARY DUTIES

1. Assists in coordination of clerical work for a department or program. Plans work flow of assigned clerical tasks or function.
2. Processes a variety of documents requiring knowledge of relevant departmental policies and procedures and interaction with others. Assembles, compiles, and edits data and records. Prepares worksheets, and reports.
3. Identifies and resolves clerical processing problems. Recommends new or revised procedures.
4. Receives and directs calls and visitors. Responds to moderately complex inquiries requiring research or interpretation of departmental policies and procedures. Makes referral to professional staff or others as appropriate.
5. Maintains manual and automated record-keeping and filing systems. Enters and retrieves data. Codes, sorts, and files documents and materials.
6. Reviews and verifies statistical and other reports for completeness and accuracy of computations.
7. Operates office equipment such as personal computers, typewriters, calculators, facsimile machines, and photocopiers.
8. Uses computer-based software, including Word and Excel, email, and Internet browser.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Two years in clerical work.

OTHER: Applicants may be required to complete a skills test. Ability to lift and transport supplies and equipment. Must have a personal automobile, valid driver's license, and be willing to travel to various program sites within the county and to the University of Maryland, College Park for scheduled training sessions. Demonstrate proficiency in application software such as Windows, MS Office, Excel, Word and PowerPoint, and the skills needed to operate photocopier, printers, scanners, and fax machines. Ability to pass a criminal background check and be cleared to work with minors.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of office practices, procedures, and equipment; of business-English, spelling, grammar, and arithmetic. Skill in operating manual and automated office equipment (computers, printers, photocopiers, etc.). Ability to produce documents using MS Office and similar software; to perform arithmetic calculations; to file documents according to alphabetic and numeric sequence; to understand and follow oral and written instructions; to communicate effectively both orally and in writing; to interact with the public, employees and students in a courteous and efficient manner.

SALARY AND BENEFITS

Salary will be commensurate with experience. This position does not have any health, leave, sick or retirement benefits.

APPLICATIONS:

All interested persons should send a resume and cover letter to:

University of Maryland Extension - Calvert County
30 Duke Street, Room 103
P. O. Box 486
Prince Frederick, MD 20678
(Please, no calls, no emails)

Closing Date: For best consideration, applications will be accepted through January 31, 2018, or until a suitable candidate has been identified. Finalist may be asked to submit the names of references.

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation, or gender identity and expression. Minorities and women are encouraged to apply.