



RECRUITMENT FOR: ADMINISTRATIVE SPECIALIST III
Announcement Number: 10-2043-939

Applicants certified to this list will remain eligible for a period of one year.

Salary: \$31,610 - \$49,299

Closing Date: February 10, 2010

Position Duties: The Maryland State Retirement Agency has a vacancy located at 120 E. Baltimore Street for an Administrative Specialist III. This position serves as an administrative specialist in the operations of the Retirement Processing Unit. Primary responsibilities include preparation and review of various retirement application and retirement estimate worksheets, preparation of estimate and retirement application batches for submission to data entry, tracking retirement estimates and applications received via MS Access, preparing correspondence to return deficient forms and to inform retirees of benefit changes and assisting with mailing of estimates.

Minimum Qualifications:

Education: Completion of 60 credit hours at an accredited college or university.

Experience: Two years of experience in administrative staff or professional work.

Notes:

1. Applicants may substitute experience as defined above at the rate of one year experience for 30 credit hours of education, for up to 60 credit hours of the required education.
2. Applicants may substitute a bachelor's degree from an accredited college or university for the required education and experience.

Preferred Qualifications: Please address these qualifications on your job application. This information will be used in the assessment of your application.

- One year of experience reviewing forms (e.g. loan applications, benefit applications, invoices/bills, etc.) for accuracy and completeness and performing mathematical calculations based upon the information on those forms.

Examination Process: The examination 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.

Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operators license valid in the State of Maryland. **Due to the confidential nature of the work selected candidates must undergo and pass a background check.**

Application Process: Send a Maryland State application (MS 100) to: Maryland State Retirement Agency, Attn.: Administrative Specialist III #, Office of Human Resources, 120 East Baltimore Street, Baltimore, Maryland 21202 or careers@sra.state.md.us by close of business February 10, 2010. Applications may be obtained from www.dbm.maryland.gov, under Job Seekers or by calling 410-625-5539. **Resumes are not accepted and will not be substituted for any part of the application.** Reasonable accommodations will be provided to qualified individuals with disabilities upon request. Your request must be submitted in writing with your application. TTY users, call via the Maryland Relay Service.

Equal Opportunity Employer