



STATE OF MARYLAND  
**DHMH**

Maryland Department of Health and Mental Hygiene

## RECRUITMENT AND EXAMINATION ANNOUNCEMENT

- TITLE:** **PERSONNEL CLERK (2661) CD**  
**Announcement Number: 10-2661-912**  
(Current vacancy at DHMH, Office of Human Resources, Recruitment and Selection Division, Baltimore, MD)
- SALARY:** **\$26,382 - \$40,771 (Grade 9)** Salary reductions may apply per Executive Order 01.01.2009.11 - State Employees' Furlough and Temporary Salary Reduction Plan. See the hiring manager for further details.
- CLOSING DATE:** **Applications must be received by the DHMH Recruitment and Selection Office by 5:00 p.m. on February 16, 2010 – No postmarks will be accepted.** Only candidates who meet the minimum qualifications will be admitted to the examination for this recruitment. Therefore, it is essential that you give complete and accurate information on the application.
- DESCRIPTION:** This Personnel Clerk position performs all paraprofessional duties for the Recruitment and Selection Division of the Office of Human Resources. Responsible for the review and processing of recruitment transactions, data entry into the Division's AMS Sigma V applicant tracking system, and other administrative and clerical functions as needed to support professional staff.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** Graduation from an accredited high school or possession of a high school equivalency certificate.
- EXPERIENCE:** One year of general clerical or administrative support experience.
- DESIRABLE QUALIFICATIONS:**  
One year of experience using Microsoft Office software or keying data using applications such as Sigma, AS400, Microsoft Access, Lotus Approach, or comparable platforms.  
*Please note this experience on application.*
- PLEASE NOTE:** This is a **position specific** recruitment. The resulting eligibility list will be used to staff this position or function only. Interested persons need to reapply for any future recruitment for this classification. Applicants certified to this list will remain eligible only for this particular position for a period of one year.

***An Equal Opportunity Employer***

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:** DHMH, Office of Human Resources' Recruitment & Selection Division, P.O. Box 22330, Baltimore, MD 21203-4330 Submit Maryland State Application - Form MS-100 - **PLEASE NOTE:** Most of our recruitments are an evaluation and rating of an applicant's training and education submitted on the MS-100 and therefore, may not require a written test. For recorded job information call: 410-767-6018

**Internet address:** <http://www.dhmh.state.md.us/testingserv/index.html>