

Treasury Specialist VI-Executive Assistant Salary: \$53,193-\$77,699 Grade 19
(Salary Rules Apply for State Employees)
Recruitment # 17-000578-0001

THIS IS A MANAGEMENT SERVICE *POSITION SPECIFIC RECRUITMENT* FOR THE MARYLAND STATE TREASURER'S OFFICE. THE RESULTING ELIGIBILITY LIST WILL BE USED TO STAFF THIS POSITION/FUNCTION ONLY. INTERESTED PERSONS NEED TO REAPPLY FOR ANY FUTURE RECRUITMENTS FOR THIS CLASSIFICATION

The Maryland State Treasurer's Office is seeking an individual with excellent verbal and written communication skills and professional etiquette to provide executive assistance to the State Treasurer of Maryland. Applicants must possess extensive working knowledge of the Maryland State Legislative processes and have a working knowledge of Maryland State Government. Duties require involvement in Treasury related topics including but not limited to: Managing the Treasurer's calendar, management of copious email messages, arranging travel for annual conferences, opening, evaluating and distributing daily mail, drafting letters, and maintenance of all correspondence related to board meetings.

The Treasurer is a Constitutional Officer of the State of Maryland who sits on the highest State board, the Board of Public Works, the Maryland State Retirement and Pension System and is the Chairman of the Board for the College Savings Plan of Maryland. As such, the Executive Assistant must keep the Treasurer abreast of urgent and important matters in a confidential capacity in order to ensure the Treasurer's successful and timely completion of her constitutional duties. Candidates must possess the utmost discretion, high ethical standards, mature good judgment and the ability to meet deadlines and accomplish tasks without supervision.

MINIMUM QUALIFICATIONS (must have):

Education: Possession of a bachelor's degree from an accredited college or university.

Experience: Four years related experience performing Administrative Assistant duties.

- Notes: 1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

SELECTIVE QUALIFICATIONS:

- Four of the required years of experience must be in a government administration and/or executive environment.

PREFERRED QUALIFICATIONS:

- The ideal candidate will have experience composing, editing, and distributing professional written correspondence and management level reports.
- **LIMITATIONS ON SELECTION:** Applicants must be willing to work in the Annapolis area. Applicants must pass a background investigation to include criminal, credit and driving history.

SELECTION PROCESS: Applicants who meet the minimum qualifications will be admitted to examination for this classification. Successful candidates will be ranked as **Best Qualified, Better Qualified, or Qualified** and placed on the employment (eligible) list for at least one year. Only those individuals whose applications reflect the necessary education and experience will be considered, so please describe all relevant experience and education in detail.

General questions may be directed to the STO Personnel Office at 410-260-6382 or 410-260-7078.

Job opportunities within the Maryland State Treasurer's Office are now accessible through *JobAps*, the Statewide Recruitment, Examination and Applicant Tracking System. By using the Department filter and highlighting "Office of the Treasurer", you can view all active recruitments within our agency. First time users can register for an account by selecting a position to apply for, choosing "I am a new user" at the bottom, then keying in the necessary fields. [Click here](#) to apply.

If you do not have access to the Internet and need to fill out a paper application, please forward to:

Maryland State Treasurer's Office

80 Calvert Street, Room 109

Annapolis, Maryland 21401

Attn: Human Resources

or

hr@treasurer.state.md.us

or

FAX: 410-260-4090

As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.