



Treasury Specialist III

Recruitment #17-002745-0001
Salary Grade 14 \$38,880 Base
Closing Date:

(Growth potential up to \$61,691.

Salary Guidelines apply for current State employees)

There are two positions available in the office. Therefore, the resulting eligible list will be used to fill both current vacancies.

The Maryland State Treasurer's Office is seeking professional, dedicated individuals to fill two Treasury Specialist III vacancies. One position is located in the Accounting Unit and one position is in the Legal Division. Both positions provide office support in their prospective areas and require excellent verbal and written communication skills. Additionally, candidates for either/both position(s) must demonstrate proficient attention to detail and exceptional organizational skills.

- **The Accounting Support position provides support services which impact agencies across the State, such as processing accounting transactions related to the State Insurance Trust Fund insurance claims, and processing agency requests for check re-issues and recoveries from the State's undeliverable and unrepresented funds. This position also assists with the daily operations of the Division by providing back up support to key department functions, and by acting as a liaison between the Comptroller's General Accounting Division and the Treasurer's Office regarding daily transmittals, vendor reference table maintenance, and pick up of counter checks. In addition, this position manages the supply inventory on behalf of the Treasurer's Office and is responsible for use and reconciliation of a state issued purchasing card. This position also assists with various account / fund reconciliations, reviews daily reports, and ensures transactions keyed by the Accounting Unit post correctly to the statewide general ledger.**
- **The Legal Support position serves as Treasury administrative/paralegal support to the Assistant Attorneys General in the State Treasurer's Office (STO). As such, this position supports all legal activities associated with the administration of State Tort Claims Act litigation and the State's General Obligation Debt Program. The STO legal division is charged with legal advice and opinions, contract preparation and review, preparing and editing rules, regulations and policies, drafting legislation, representation in various types of litigation, administrative and regulatory proceedings and responding to citizen inquiries. Since this position is the sole supporter of this unit, the responsibilities of this position involve specialized legal and administrative support functions such as preparing pleadings, briefs and correspondence, preparing and organizing documents in preparation for trial, maintaining current litigation and/or subject files, calendar management with respect to scheduling court appearances and depositions and maintaining relevant legal databases.**

As part of team of coverage, both of these positions also serve on the rotation for the Office's main reception desk.

MINIMUM QUALIFICATIONS:

Education: Possession of a bachelor's degree from an accredited four year college or university including or supplemented by at least 18 credit hours in accounting, business administration or equivalent business subjects.

Experience: Three years of employment in responsible public administration, business administration, and/or accounting or auditing.

OR

Education: Graduation from a standard high school, including or supplemented by 18 credit hours in business administration, accounting, or equivalent business subjects.

Experience: Seven years of experience as defined above.

Note:

1. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in financial administration and program classification or financial administration specialty codes in the accounting and budget group field of work on a year-for-year basis for the required experience and education.

PREFERRED QUALIFICATIONS FOR ACCOUNTING SUPPORT POSITION:

- State of Maryland accounting experience in any of the areas outlined in the Accounting Support position description
- Broad experience in Microsoft Office applications such as Word and Excel at a proficient level
- Proficient attention to detail
- Excellent customer service skills
- Good verbal and written communication skills

PREFERRED QUALIFICATIONS FOR LEGAL SUPPORT POSITION:

- Experience performing paralegal, secretarial or clerical support duties in a legal environment
- Comprehensive Microsoft Office skills with strong working knowledge of Excel, Word and Access
- Exceptional oral and written communication and organizational skills
- Experience filing pleadings, discovery materials and other documents with Local and Federal courts
- Proficient attention to detail

***Equivalent business subjects will be translated using the UMD Robert H. Smith School of Business Curriculum. Please be sure to submit transcripts with your application (unofficial is adequate)**

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.

Job opportunities within the Maryland State Treasurer's Office are now accessible through *JobAps*, the new 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. Visit www.jobaps.com/md to apply.

Please upload a current resume' for this recruitment. General Questions for this recruitment can be directed to the STO Personnel Office at 410-260-7078.

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 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. We thank our veterans for their service to our country, and encourage them to apply.

TTY Users: Call via Maryland Relay