



## **OFFICE OF THE COMPTROLLER BOARD OF ESTIMATES TECHNICIAN I**

### **Position Overview**

The Baltimore City Office of the Comptroller is seeking a Board of Estimates Technician I. A Board of Estimates Technician I assists in preparing the Board of Estimates agenda, minutes, and maintains work connected with the Board of Estimates documents. Work of this class involves no supervisory duties or responsibilities. Incumbents receive general supervision from a technical supervisor.

The selected candidate will assist in the receiving, opening and processing for the Board of Estimates' public opening of bids and answers questions and inquiries from City officials, contractors, lawyers and the public on the Board of Estimates processes and current agenda. The selected candidate will assist in responding to Maryland Public Information Act requests and participate in managing and maintaining the permanent document files of the Board of Estimates in accordance with established procedures; performs related work as required. Duties are performed in an office where normal working conditions are encountered.

### **Minimum Qualifications**

**REQUIREMENTS** – Graduation from an accredited high school or possession of a GED certificate and two years of administrative and office support experience. Ability to transcribe meeting minutes at an acceptable rate of speed and accuracy.

The successful candidate must have:

- Comprehensive writing skills with a strong background in English, grammar, spelling, and punctuation
- Sound judgment
- Ability to maintain effective relationships with others
- Proficiency in Microsoft Office Suite.

### **Compensation**

Salary -- \$44,326 - \$50,069 annually

### **Licenses, Registrations and Certifications**

Not Applicable.

**Note:** Eligible candidates who are under final consideration for appointment to positions in this Classification will be required to authorize the release of criminal conviction information.

Qualified candidates should submit a cover memo and resume, which specifically addresses the experience relevant to this position to:

Attention: Linda D. Jones, Office of the Comptroller  
100 N. Holliday Street, Room 204  
Baltimore, MD 21202 or email to: [linda.jones@baltimorecity.gov](mailto:linda.jones@baltimorecity.gov).

Deadline for submissions is **July 28, 2017**.

[www.comptroller.baltimorecity.gov](http://www.comptroller.baltimorecity.gov)

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