



COMMUNITY AIDE/WORK STUDY STUDENT

The City of Baltimore Department of General Services is seeking highly qualified, results-oriented professionals to serve as Community Aides/Work Study Students

The Community Aide/Work Study Student

- Uses keyboarding skills to create, copy, edit, store, retrieve and print forms, memos, letters and reports, spreadsheets, and other such materials.
- Uses automated office software to create, edit, update and revise databases and spreadsheets that generate reports.
- Prepares, types, formats and edits a variety of correspondence and narrative reports of limited complexity using automated software.
- Greets visitors and answers general questions relating to departmental procedures and operations and provides information on departmental services and functions to the public including residents, community groups, representatives of private organizations, health clinic clients, and school children, and their parents.
- Prepares, receives, opens, sorts, batches, delivers and distributes mail; lifts and stacks mail and other materials; uses manually operated or other vehicles to transport mail and materials.
- Answers telephone calls, retrieves messages from departmental and superior voice mail and provides information regarding office functions, operations and procedures.
- Enters, retrieves and updates information using computer software applications.
- Files a variety of documents and forms using established policies and procedures
- Performs related work as required.

Minimum Education and Experience Requirements:

Graduated from an accredited high school or possession of a GED certificate. Current enrollment in an accredited college/university preferred.

Compensation

The salary for these positions ranges from \$ 8.25 - \$ 14.18 per hour, commensurate with level of education or experience.

For consideration, please send resume referencing the job title to:

Baltimore City Department of General Services
200 N. Holliday St. 8th Floor
Baltimore, Maryland 21202
DGS_HR@baltimorecity.gov
Attention: Erica Gee, HR Assistant II

Baltimore City is an equal opportunity employer.