

**ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.**

**POSITION VACANCY ANNOUNCEMENT**

POSTING DATE: 12/1/17

IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 12/11/2017

OUTSIDE: X

POSITION: Receptionist (part-time, temporary)

INITIAL WORKSITE\* 125 Virginia Avenue, Cumberland

\* Subject to change based on program needs

PROGRAM: Tax Program

SALARY: Hourly: \$9.25 Annually: \_\_\_\_\_

**GENERAL SCOPE:**

Under the supervision of the Family Asset Development Director, and in accordance with HRDC Policies and Procedures, answers the telephone, schedules tax appointments and enters them into computer and performs other clerical duties as assigned with the ultimate objectives of presenting the Program as a professional, effectively working organization; maintains a positive, professional attitude at all times, ensuring client confidentiality.

**QUALIFICATIONS: (Education/Experience)**

1. High school diploma or GED.
2. Experience in and ability to use computer, including Word and Excel software.

**SKILLS AND ABILITIES:**

1. Ability to type accurately and efficiently.
2. Knowledge of and experience in maintaining filing system(s).
3. Must demonstrate good time management skills.
4. Possess good oral communication skills and telephone skills.
5. Ability to work well under pressure and effectively deal with clients, staff and the public.

**JOB REQUIREMENTS:**

1. Answers the telephone and retrieves messages, records and directs calls, takes messages and, if necessary, redirects caller to services more appropriate to their needs.
2. Schedules tax appointments for all tax sites, ensures they are entered into computer and forwards tax appointments to appropriate staff in a timely manner.
3. Instructs caller as to what documentation is needed for their appointment.
4. Must have access to transportation.

**WORKING CONDITIONS:**

1. Temporary position, up to 4 months during tax season.
2. Up to 20 hours per week.
3. Days and hours of work may vary based on program needs.
4. Work-months per year may vary based on program needs.
5. Work primarily in Agency's main office building.
6. Physical ability to perform job duties including but not limited to lifting up to 30 lbs.

NOTICE: All applicants must submit HRDC Form 100 and Form 105 plus a resume and cover letter which indicate how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO:

HRDC Personnel Office  
125 Virginia Avenue  
Cumberland, MD 21502

**HRDC IS AN EQUAL OPPORTUNITY EMPLOYER**