

Maryland Environmental Trust is Hiring a Records Specialist

APPLICATION DEADLINE

July 27, 2018

The job will remain open until filled.

CONTRACTUAL

One (1) vacancy

Approximated contract period is 6-10 months

LOCATION

[Maryland Environmental Trust](#)

100 Community Place

Crownsville, MD 21032

RECORDS SPECIALIST POSITION DESCRIPTION

The position is essential in implementing policies and protocols to ensure that MET's recordkeeping practices conform to State of Maryland requirements and are in accordance with Land Trust Alliance Standards and Practices.

Scope of work includes assessment of at least 300 paper and electronic easement folios to identify the presence/absence of documents MET has identified in our data schema as "essential."

Under the direction of the Technology and Records Quality Control Manager, the contractor will conduct an assessment of a 300+ easement folios. The contractor will implement recordkeeping protocols and procedures, including identifying gaps in paper and electronic files, preparing essential documents for digital archiving and culling non-essential documents in easement and stewardship files.

MINIMUM QUALIFICATIONS:

EDUCATION: High school diploma or equivalent, administrative/clerical studies, communications, environmental science or policy or business background.

EXPERIENCE: Oral and written communication, listening, filing and organizational skills, knowledge of Microsoft Office Suite, ability to operate, scanner, copier, records maintenance, inventory.

NOTES: Experience working with land trusts, knowledge of Land Trust Alliance Standards and Practices, Accreditation and/or real estate real estate documents and terms helpful but not necessary.

SELECTION PROCESS

Please make sure you provide sufficient information on your application to show that you meet the qualifications for this recruitment, and report all experience and education related to this position.

Verifiable volunteer experience will be considered; please include it on your application, if applicable. All information concerning your qualifications must be submitted by the closing date. Applicants who meet the minimum qualifications will proceed to the next phase of evaluation. This recruitment does not require any additional materials to be uploaded with the exception of a foreign degree evaluation (if applicable). Resumes will not be accepted in lieu of completing the application. Please do not submit unsolicited documentation (resumes, transcripts, cover letters, etc.).

BENEFITS

This is a part-time position (24-30 hours per week, Monday- Friday) without benefits. Salary \$12 - \$15 per hour. Salary negotiable depending on skills and experience.

FURTHER INSTRUCTIONS

Please submit your resume with cover letter to met.info@maryland.gov. If you are unable to apply online, you may submit your resume and cover letter to:

Maryland Environmental Trust
Attn: Records Specialist
100 Community Place, 3rd Floor
Crownsville, Maryland 21031

The Human Resource Department is not responsible for applications sent to any other address. Specific inquiries regarding this recruitment can be directed to met.info@maryland.gov.

TTY Users: call via Maryland Relay. We thank our Veterans for their service to our country, and encourage them to apply. Bilingual applicants are encouraged to apply. As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.