

MCE PLANT SUPERVISOR II Services

Recruitment #17-005328-0001

DEPARTMENT DPSCS-Maryland Correctional Enterprises

DATE OPENED 8/24/2017 3:00:00 PM

FILING DEADLINE 9/8/2017 11:59:00 PM

SALARY Starting salary \$46,857.00 (With potential growth to \$75,012.00/year)

EMPLOYMENT TYPE Full-Time

HR ANALYST Erin Alston

WORK LOCATION Anne Arundel

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GRADE

17

LOCATION OF POSITION

Maryland Correctional Institution for Women

7943 Brockbridge Road

Jessup, MD 20794

Main Purpose of Job

The main purpose of this position is to organize and oversee the production of MCE services in the Mailing and Distribution plant.

MINIMUM QUALIFICATIONS

Education: Possession of a High School diploma or a State High School Equivalence Certificate

Experience: Five years of experience involving the training and supervision of lower-level workers in commercial mailing operations to include; large and small package distribution, bar code application, high volume print operations and mail house operations such as pick/pack and ship, mail stuffing operations and equipment, fulfillment operation to include a variety of items and shipments for multiple customers.

Notes:

1. Specific educational requirements and other selection standards are set by the Maryland Correctional Training Commission in accordance with Correctional Services Article, Section 8-209 of

the Annotated Code and are listed in the Code of Maryland Regulations Title 12, Subtitle 10, Chapter 01.

2. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

DESIRED OR PREFERRED QUALIFICATIONS

The desired candidate will have:

- Intermediate experience with Microsoft Office Suites (i.e. Microsoft Word, Excel, Powepoint)
- Experience with specialized software used in mailing operations (i.e. Satori)

SPECIAL REQUIREMENTS

Applicant must be able to successfully pass the background investigation.

SELECTION PROCESS

Please make sure that you provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date with the exception of a foreign degree evaluation (if applicable). Your application may be approved pending receipt of the evaluation. Successful candidates may be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

EXAMINATION PROCESS

Your application is part of the examination process. The examination will consist of a rating of your education, training, and experience related to the requirements of this position. The rating will be based on the information provided on your application. Therefore, it is important that you provide all the experience and education that is related to this position completely and accurately. Verifiable volunteer experience will be considered. Please include it on your application, if applicable. This recruitment does not require any additional materials to be uploaded with the exception of a foreign degree evaluation (if applicable). Please do not submit unsolicited documentation (resumes, transcripts, cover letters, etc.). Resumes will not be accepted in lieu of completing the application. You may also be required to complete a supplemental questionnaire.

BENEFITS

[STATE OF MARYLAND BENEFITS](#)

FURTHER INSTRUCTIONS

The online application is **STRONGLY** preferred. If online access is unavailable, you may submit a paper application to:

Department of Public Safety & Correctional Services
Human Resources Services Division

6776 Reisterstown Road, Suite 309
Baltimore, MD 21215

Faxed or e-mailed applications will not be accepted. **Please do not submit unsolicited documentation (resumes, transcripts, cover letters, etc.).**

Specific inquiries regarding this recruitment can be directed to **Erin Alston** at erin.alston@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.

Please apply online at www.dpscs.maryland.gov