

## ADMINISTRATOR I

Recruitment #22-002586-0173

**DEPARTMENT** MSP - Criminal Investigation Bureau

**FILING DEADLINE** 10/13/2022 11:59:00 PM

**SALARY** \$24.83 per hour

**EMPLOYMENT TYPE** Full-Time

**HR ANALYST** Michael Smith

**WORK LOCATION** Baltimore County

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### Introduction

It is important that all experience be fully documented. Failure to **ANSWER ALL SUPPLEMENTAL QUESTIONS SPECIFICALLY AND ACCURATELY** may cause the candidate to be rejected.

**PLEASE FILL OUT THE APPLICATION COMPLETELY.**

- The application is part of the examination process. Your answers will determine your eligibility to participate in the next phase of the selection process.
- Clearly describe your qualifications in detail. Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate.
- Do not leave any answer spaces blank; if a question does not apply, write "N/A".
- Although you may attach a resume to further describe your qualification, it does not substitute for completing the application form. An incomplete application form may result in disqualification. Do **NOT** write "see resume" in your work history or responses to supplemental questions.
- Failure to comply with these instructions may result in disqualification.
- Read the Job Announcement carefully for specific filing instructions, supplemental questions, and final filing dates.

### GRADE

16

### LOCATION OF POSITION

Maryland State Police Licensing Division

1111 Reisterstown Road

## **Main Purpose of Job**

The main purpose of this position is to supervise civilian investigators who conduct background investigations of applicants for professional license, wear and carry handgun permit, and employment applicants which have been filed with the Maryland State Police; conduct investigations of complaints lodged with the Licensing Division; perform internal investigations involving sworn and civilian members of the License Division; and conduct compliance inspections of gun dealers, security guard agencies and other agencies. This will include the review and approval on investigative reports, along with the supervision of daily duties of investigators.

## **POSITION DUTIES**

Directly supervises subordinate Administrative Officer II employees, under both PIN and contractual classifications including, but not limited to:

Supervises daily activities for subordinate employees to ensure adherence to Agency rules and regulations. Ensure subordinates are in compliance with any changes in law, policy, or business practices as relayed through chain of command.

Monitors investigator case ledgers and logs to ensure subordinates are meeting work output goals and expectations.

Performs criminal checks of applicants for violations through the FBI NCIC (National Crime Information Center), CJIS Criminal Justice Information System, and Motor Vehicle Administration's databases in accordance with their respective established policies;

Schedules appointments to interview applicants for licenses/permits; Interviews applicants in person, to verify data from application.

Perform other job-related supervisory duties as requested.

## **MINIMUM QUALIFICATIONS**

Experience: Eight years of experience in administrative staff or professional work.

Notes:

1. Candidates may substitute 30 college credit hours from an accredited college or university for each year up to four years of the required experience.
2. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university and four years of experience in administrative staff or professional work for the required experience.
3. Candidates may substitute additional graduate level education at an accredited college or university at the rate of 30 credit hours on a year-for-year basis for the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures

and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year-for- year basis for the required experience.

## **LICENSES, REGISTRATIONS AND CERTIFICATIONS**

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

## **SPECIAL REQUIREMENTS**

In accordance with Section 2-204(b)(6) of the Public Safety Article, Candidates for position in this classification will be subject to an initial drug screening and a complete criminal background investigation to include a polygraph examination before permanent appointment can be made. A criminal conviction may be grounds for rejection of the candidate.

## **SELECTION PROCESS**

Only candidates who meet the minimum qualifications will be considered for this classification. Therefore, it is essential that you provide complete and accurate information on your application. Successful candidates will be placed on the Eligible List categorized as BEST QUALIFIED, BETTER QUALIFIED OR QUALIFIED and remain eligible for consideration for at least one (1) year from the date of examination. The list will be used by the hiring agency to select employees.

## **EXAMINATION PROCESS**

The examination will consist of a rating of your education, training and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Report all experience and education that is related to this position. Applicants may be given a physical examination and will be subject to an interview, background investigation, polygraph examination and substance abuse testing

## **BENEFITS**

STATE OF MARYLAND BENEFITS

## **FURTHER INSTRUCTIONS**

NOTE: Currently, applicants are limited to uploading one file. As a result, it is strongly urged that those applying upload ALL required and additional documents (undergraduate and graduate transcripts, resumes, etc.) as one file. If you are unable to apply online, you may submit an application via mail. The Maryland State Application Form can be found online. Completed applications, required documentation and any required addendums may be mailed to:

Maryland State Police

Human Resources Division

1201 Reisterstown Road

Pikesville, MD 21208

ATTN: Michael J. Smith

michaelj.smith1@maryland.gov

It is the policy of the Maryland State Police to comply with all applicable federal and state laws prohibiting employment discrimination and to provide equal employment opportunity to all employees and applicants for employment without regard to age, ancestry, color, gender, identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, sexual orientation or any other protected status.

**Click on the link below to apply:**

**Fill out the Supplemental Questionnaire and Application NOW  
using the Internet.**

