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ADMINISTRATIVE OFFICER II

Recruitment #22-003235-0071

DEPARTMENT	MSP - Criminal Investigation Bureau
DATE OPENED	9/21/2022 10:00:00 AM
FILING DEADLINE	10/5/2022 11:59:00 PM
SALARY	\$45,604.00 - \$72,634.00/year
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Michael Smith
WORK LOCATION	Allegany Anne Arundel Baltimore City Baltimore County Calvert Caroline Carroll Cecil Charles Dorchester Frederick Garrett Harford Howard Kent Montgomery Prince George's Queen Anne's Somerset St. Mary's Talbot Washington County Wicomico Worcester

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Introduction

STATEWIDE RECRUITMENT

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

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LOCATION OF POSITION

STATEWIDE RECRUITMENT

***** THIS IS A STATEWIDE RECRUITMENT AND IT'S IMPERATIVE THAT YOU INDICATE WHICH COUNTIES THAT YOU WOULD ACCEPT EMPLOYMENT IN AND ANSWER THE SUPPLEMENTAL QUESTIONS. SELECTED APPLICANTS WILL BE PLACED IN COUNTIES THROUGHOUT THE STATE OF MARYLAND. THE ANNOUNCEMENT WILL SHOW A PIKESVILLE ADDRESS BUT THAT IS THE DIVISION HEADQUARTERS NOT WORK ASSIGNMENT*****

Maryland State Police Licensing Division

1111 Reisterstown Road

Pikesville, MD 21208

POSITION DUTIES

The main purpose of this position is to conduct background investigations of applicants for professional license, wear and carry handgun permits, 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 Licensing Division; and conduct compliance inspections of gun dealers, security guard agencies and other agencies.

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

Schedule appointments to interview applicants for licenses/permits.

Interview applicants in person to verify data from their application, such as correct name, address, phone number, criminal convictions, purpose of license, etc...

Investigate information identified during the background investigation, which questions the moral character of the applicant.

Perform other job-related duties as requested.

MINIMUM QUALIFICATIONS

Experience: Six years experience in administrative staff or professional work.

Notes:

1. Candidates may substitute 30 credit hours from an accredited college or university for each year for up to four years of the required experience.
2. Candidates may substitute the possession of a Bachelor's degree from a college or university and two 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 for each year of the required experience.
4. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work that included regular use of independent judgment and analysis in applying and interpreting complex administrative plans, policies, rules or regulations or analysis of operational programs or procedures with recommendations for improvement on a year-for-year basis for the required experience.

DESIRED OR PREFERRED QUALIFICATIONS

Preference will be given to applicants who possess the following preferred qualifications. It is important that you include clear and specific information on your application regarding your qualifications.

Three (3) years of experience working as a full-time law enforcement officer (certified police officer), experience in a law enforcement function such as a police dispatcher, civilian background investigator, etc.

Experience working at the Federal, State, County or local levels of government

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.**

