

Administrative Specialist III (C26012/538289)

Energy Administrative Assistant

Recruitment # 26-00-2043-0032

Filing Deadline 09/15/2026 11:59:00 PM

Salary - \$25.10 - \$27.17/hour, (Grade 12/Step 5-9, with promotional growth to \$39.59)



This is a Contractual Position with limited State of Maryland benefits.

Work that Matters.

Housing and Building Energy Programs: We are a fast paced, dynamic team committed to serving Maryland. We are hiring team players that share our vision of program excellence and our commitment to customer service. We achieve program excellence through continuous process improvement involving everyone in a collaborative and collegial team centered environment.

Our division works within the Department to administer a wide range of programs using various funding sources. The programs provide energy efficiency improvements that help reduce costs to residents, increase comfort, improve health and safety in the home, support local employment, and contribute strongly towards meeting the State's climate goals. This program portfolio consists of programs such as the US Department of Energy Weatherization Assistance Program (WAP), EmPOWER Low Income Energy Efficiency Program (LIEEP), EmPOWER Maryland Energy Efficiency Tune-up Program (MEET), EmPOWER Multifamily Energy Efficiency and Affordable Housing Program (MEEHA- EmPOWER), MEEHA Greenhouse Gas Reduction Program (MEEHA-GHGRP), Maryland Energy Assistance Program (MEAP) for Crisis/No-Heat/No-Cool, Energy Efficiency Homes Construction Loan Program (NetZero), and the BeSMART Home Energy Loan Program(BeSMART).

Grade:

12

This position offers a salary range of \$25.10 - \$27.17/hourly, with potential for advancement up to \$39.59 based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$27.17/hourly.

Position Duties:

The Energy Administrative Assistant performs administrative tasks for the energy programs, which includes receiving and distributing mail, answering incoming customer inquiries, and sending status updates to clients. This position interacts with customers on a daily basis, including assisting clients in person, by phone, and by email. Client concerns must be received, handled, and addressed according to standard operating procedures, and if necessary, should be escalated to the appropriate managers for resolution.

This position will ensure that client requests and concerns are addressed in a timely manner. We are looking for individuals with great customer service skills and attention to detail when processing documentation. The successful applicant should be able to manage multiple tasks and adjust to changing priorities.

Minimum Qualifications:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Two years of experience performing administrative staff, clerical, clerical technical, or secretarial work.

Notes:

1. Candidates may substitute 30 college credit hours from an accredited college or university for each year of the required experience.
2. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer involving staff work requiring regular use of independent judgment and analysis in applying and interpreting rules and regulations in accordance with agency laws and policies on a year-for-year basis for the required experience.

Desired or Preferred Qualifications:

- Experience working directly with customers
- Experience working with government agencies that assist low to moderate income individuals and families

We thank our Veterans for their service to our country, and encourage them to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

For more information and to apply, please click the [Job Announcement](#).