

Administrative Officer III (C22040/416024)

Document Imaging Coordinator

Recruitment # 26-002247-0059

Filing Deadline 09/08/2026 11:59:00 PM

Salary - \$3028 - \$32.78/hour (Grade 15/Step 5-9, with promotional growth to \$47.75/hour)



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

Work that Matters. The Maryland Department of Housing and Community Development is a national leader in the financing and development of affordable housing and community development lending.

DHCD offers flexible work schedules, telework, and job sharing options, training, advancement, and career opportunities, casual business dress on Fridays, and a competitive salary.

Grade:

15

This position offers a salary range of \$30.28 - \$32.78 /hourly, with potential for advancement up to \$47.75 based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$32.78/hourly.

Position Duties:

DHCD has an immediate opening for an Administrative Officer III in the section of the Division of Credit Assurance. This position maintains accurate data in the Multifamily database and software systems and to verify through review of loan documents what data should be entered into the Multifamily Systems. Accurate data is essential to the mission of the agency as the multifamily systems produces reports and tracking information which assists asset management in monitoring of multifamily properties. Strong organizational skills and a proven ability to manage multiple workflows efficiently are vital to thriving in this position.

Minimum Qualifications:

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

Experience: Three years of 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 two years of the required experience.
2. Candidates may substitute the possession of a Bachelor's degree from a college or university for the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work that included the 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:

- Experience in real estate, housing programs, and/or housing compliance monitoring software
- Experience using Microsoft Office Suite and Google (i.e. Microsoft Word, Microsoft Excel, Google Docs, Google Sheets) to create reports, documents, and spreadsheet

Further Instructions:

TTY Users: call via Maryland Relay.

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](#).