



**REVENUE
AUTHORITY
OF PRINCE
GEORGE'S
COUNTY**

**Administrative Specialist, Abandoned Vehicle Unit (AVU) (Full-Time) Monday to Friday
8:00am to 4:30pm**

The Revenue Authority of Prince George's County is seeking an **Administrative Specialist, AVU**, to perform wide variety of administrative functions including support services for Boot/Tow Program, and Abandoned Vehicle Unit. General office duties such as record management, written correspondence, and interaction with the public in person and by phone are required. The incumbent will have considerable degree of independent judgment and action in accordance with departmental policies, rules, and regulations.

The Revenue Authority of Prince George is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other Prince George's County agencies.

Responsibilities include but are not limited to:

- Drafts and creates reports and spreadsheets.
- Provides Spanish translation during virtual meeting, and of flyers and information sheets.
- Assists management with day-to-day operations of AVU, Complaints, and Booting and Towing as well as special projects.
- Provides AVU Enforcement Officers information regarding complaints, tow eligible vehicles, and vehicles queued for towing.
- Prepares booting, towing, and officer productivity reports as required.
- Maintains adequate boot inventory, supplies, and forms.
- Verifies that appropriate documentation is presented for releasing booted vehicles.
- Responds to customer correspondence by utilizing pre-printed letter format.
- Verifies, proofreads, and edits documents to ensure accuracy.
- Ability to act independently and to recognize situations, which require referral to higher authority.
- Enters data from various source documents and internet research into computer systems, runs reports.
- Types a variety of memoranda, letters, and reports from rough draft or general verbal instructions.
- Proofreads and edits materials to eliminate errors and ensure correct grammar, spelling, and punctuation.
- Represents the Agency to the public in a manner that is positive, knowledgeable, courteous, fair, authoritative, and within the scope of assigned duties at all times.

- Responds to inquiries and referrals from other offices to ensure that information flow is accurate and prompt and to maintain good public relations.

Qualifications/Skills Required:

- Required High school diploma or G.E.D. certificate.
- Have minimum of three (3+) years of advanced and/or technical clerical/administrative experience in a public, customer service environment
- Knowledge of administrative practices, procedures, systems, and equipment.
- Knowledge of Microsoft Office suite (including MS Word, Excel, and PowerPoint).
- Ability to establish and maintain effective working relationships with employees, Board Members, county officials, District Court, State Attorney, Motor Vehicle Administration, vendors, and the public.

Why Should You Join Our Team

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- Medical, Dental, vision, Employee Assistance Program services, and more!
- Vacation, Sick and Personal Leave
- 401K Retirement Savings Plan
- Telework/Hybrid Work for Qualified Positions
- Opportunities for Professional Development
- Friendly Team-oriented Work Environment

If you are interested in this position, we encourage you to apply!

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&cclId=19000101_000001&jobId=565964&lang=en_US&source=EN

Conditions of Employment

Must successfully complete background check

Eligibility to Work

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

Closing Date

Open until filled.

Pay

\$24.00/ hour, Non- Exempt Eligible for Overtime