

Procedures for applying for the

# **Special Options Eligible List(SOEL)**

**Department of Budget and  
Management: Recruitment and  
Examination Division**

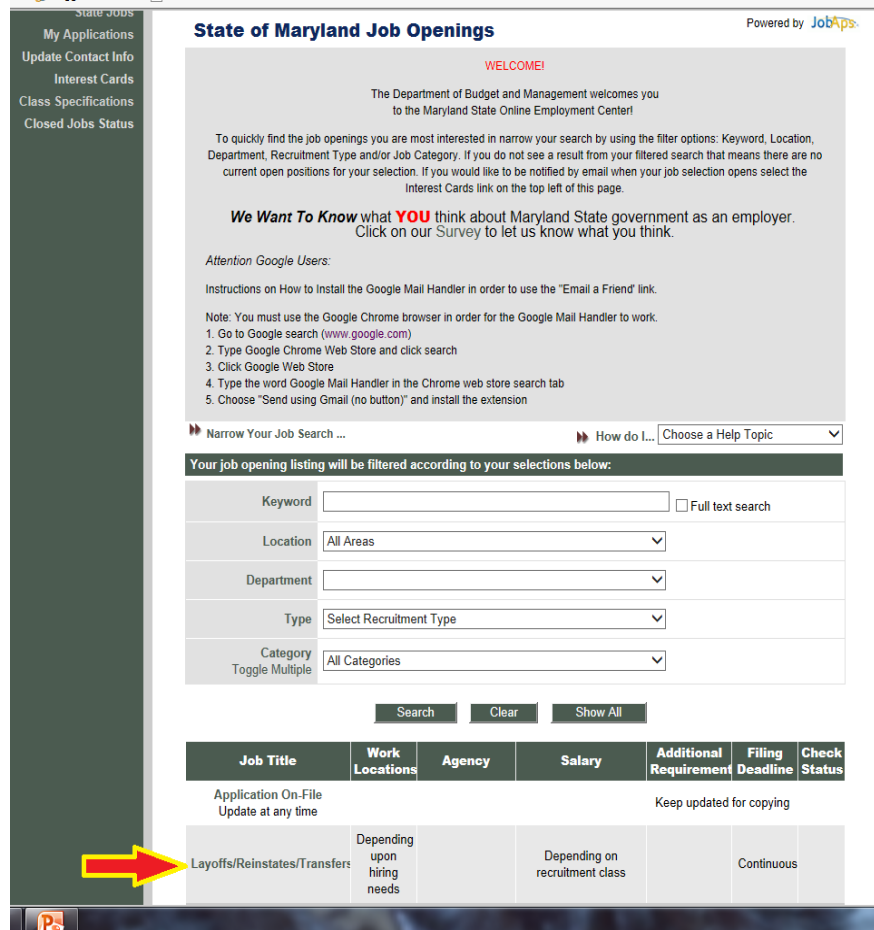
# Locate and Submit Documentation

- Applicants will need to obtain a letter from their DORS counselor or employment specialist, documenting that they are eligible for the Special Options Eligible List.
- These letters should be emailed/faxed to Denise Carter-McCormick, Employment of People with Disabilities, [denise.carter-mccormick@maryland.gov](mailto:denise.carter-mccormick@maryland.gov) 410-767-4932 (voice)

Please Note: An application will need to be submitted per job classification (title).

# Visit Recruitment Website

- Go to JopsAps.com/MD, click on [Layoffs/Reinstates/Transfers](#)



State Jobs

My Applications  
Update Contact Info  
Interest Cards  
Class Specifications  
Closed Jobs Status

State of Maryland Job Openings

Powered by JobAps

**WELCOME!**

The Department of Budget and Management welcomes you to the Maryland State Online Employment Center!

To quickly find the job openings you are most interested in narrow your search by using the filter options: Keyword, Location, Department, Recruitment Type and/or Job Category. If you do not see a result from your filtered search that means there are no current open positions for your selection. If you would like to be notified by email when your job selection opens select the Interest Cards link on the top left of this page.

**We Want To Know** what **YOU** think about Maryland State government as an employer.  
Click on our Survey to let us know what you think.

Attention Google Users:  
Instructions on How to Install the Google Mail Handler in order to use the "Email a Friend" link.

Note: You must use the Google Chrome browser in order for the Google Mail Handler to work.  
1. Go to Google search (www.google.com)  
2. Type Google Chrome Web Store and click search  
3. Click Google Web Store  
4. Type the word Google Mail Handler in the Chrome web store search tab  
5. Choose "Send using Gmail (no button)" and install the extension

Narrow Your Job Search ... How do I... Choose a Help Topic

Your job opening listing will be filtered according to your selections below:

|                             |                         |   |
|-----------------------------|-------------------------|---|
| Keyword                     | <input type="text"/>    | <input type="checkbox"/> Full text search |
| Location                    | All Areas               |   |
| Department                  |                         |   |
| Type                        | Select Recruitment Type |   |
| Category<br>Toggle Multiple | All Categories          |   |

Search Clear Show All

| Job Title   | Work Locations              | Agency | Salary                         | Additional Requirement | Filing Deadline | Check Status |
|---|-----------------------------|--------|--------------------------------|------------------------|-----------------|--------------|
| Application On-File Update at any time Keep updated for copying |                             |        |                                |                        |                 |              |
| Layoffs/Reinstates/Transfers                                    | Depending upon hiring needs |        | Depending on recruitment class |                        | Continuous      |              |

# Apply for the SOEL

- Scroll down and locate: Certified By Division of Rehabilitation Services, select the appropriate radio button and click the *DORS Application button*.

## ***Reinstatement***

A former non-temporary State employee who was laid off or separated from State service, or has resigned in good standing, or returning veterans or reservists seeking to regain State employment, within three years of layoff or separation from State service. A Reinstatement can also be a current employee who seeks a return to a position in a classification they previously held.

Reinstatement applicants can apply for any previous positions that they have held in State service. If these are not being currently recruited for, you can place a request to be notified when they are by clicking the "Interest Card" link to the left and following the directions to subscribe to one or more job classes.

To begin the process of participating in this program, click on the radio button below:

☐ **Reinstatement**

Next, click on the button below for instructions on how to view all State of Maryland job classes, complete the online application and submit required document(s).

Apply for Reinstatement

## ***Certified by Division of Rehabilitation Services (DORS)***

A prospective State employee with disabilities who has been certified by the Division of Rehabilitation Services for State employment.

To begin the process of participating in this program, click on the radio button below:

☐ **Certified by Division of Rehabilitation Services (DORS)**

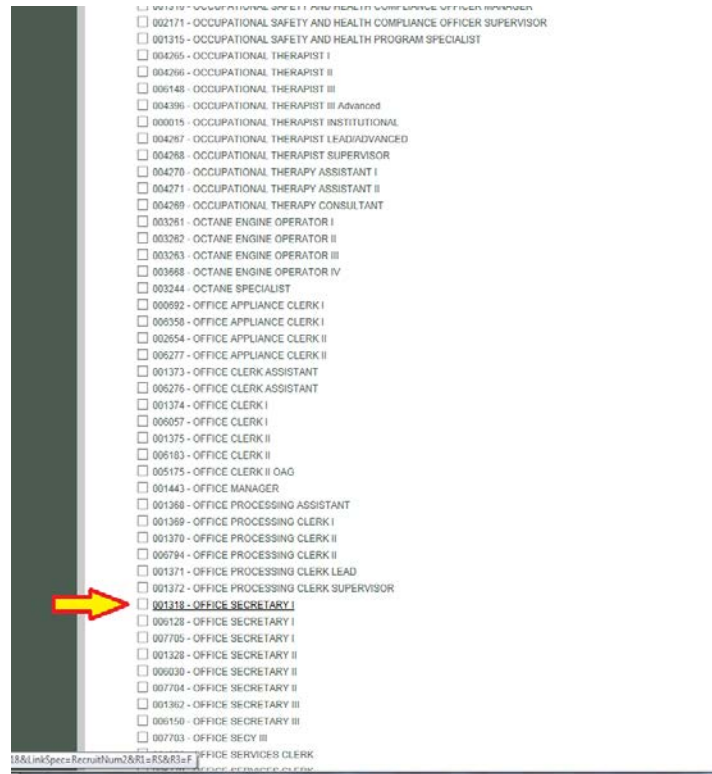
Next, click on the button below for instructions on how to view all State of Maryland job classes, complete the online application and submit required document(s).

DORS Application



## Find position of Interest

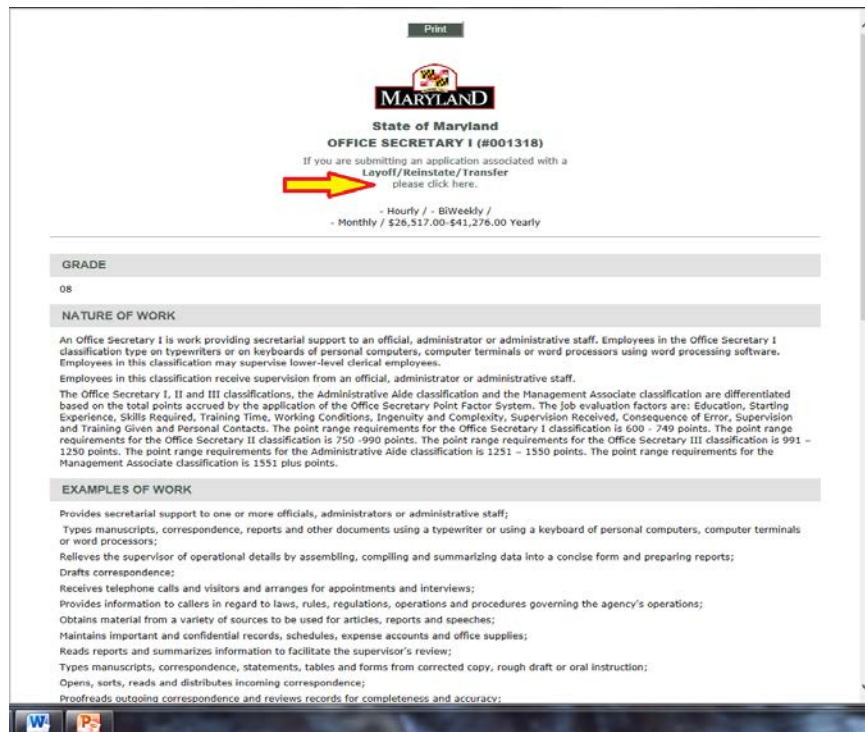
- Next, find the position of interest, place the cursor over the job title and click.
- DO NOT check the box.



# Complete Application

- Another page should open with the position description. At the top of this page, you will see the following:

[If you are submitting an application associated with a Layoff/Reinstate/Transfer please click here.](#)



The screenshot shows a web page for the Maryland State Office Secretary I position (#001318). At the top, there is a "Print" button and the Maryland State seal. Below the seal, the text reads "State of Maryland OFFICE SECRETARY I (#001318)". A red arrow points to a link that says "If you are submitting an application associated with a Layoff/Reinstate/Transfer please click here." Below this link, the pay scale is listed: "Hourly / - BiWeekly / Monthly / \$28,317.00-\$41,276.00 Yearly". The page is divided into sections: "GRADE" (08), "NATURE OF WORK" (describing the role of an Office Secretary I), and "EXAMPLES OF WORK" (listing various tasks such as providing secretarial support, typing manuscripts, and maintaining records).

Print

**MARYLAND**  
State of Maryland  
**OFFICE SECRETARY I (#001318)**

If you are submitting an application associated with a  
**Layoff/Reinstate/Transfer**  
please click here.

- Hourly / - BiWeekly /  
- Monthly / \$28,317.00-\$41,276.00 Yearly

**GRADE**  
08

**NATURE OF WORK**  
An Office Secretary I is work providing secretarial support to an official, administrator or administrative staff. Employees in the Office Secretary I classification type on typewriters or on keyboards of personal computers, computer terminals or word processors using word processing software. Employees in this classification may supervise lower-level clerical employees.  
Employees in this classification receive supervision from an official, administrator or administrative staff.  
The Office Secretary I, II and III classifications, the Administrative Aide classification and the Management Associate classification are differentiated based on the total points accrued by the application of the Office Secretary Point Factor System. The job evaluation factors are: Education, Starting Experience, Skills Required, Training Time, Working Conditions, Ingenuity and Complexity, Supervision Received, Consequence of Error, Supervision and Training Given and Personal Contacts. The point range requirements for the Office Secretary I classification is 600 - 749 points. The point range requirements for the Office Secretary II classification is 750 - 990 points. The point range requirements for the Office Secretary III classification is 991 - 1250 points. The point range requirements for the Administrative Aide classification is 1251 - 1550 points. The point range requirements for the Management Associate classification is 1551 plus points.

**EXAMPLES OF WORK**  
Provides secretarial support to one or more officials, administrators or administrative staff;  
Types manuscripts, correspondence, reports and other documents using a typewriter or using a keyboard of personal computers, computer terminals or word processors;  
Relieves the supervisor of operational details by assembling, compiling and summarizing data into a concise form and preparing reports;  
Drafts correspondence;  
Receives telephone calls and visitors and arranges for appointments and interviews;  
Provides information to callers in regard to laws, rules, regulations, operations and procedures governing the agency's operations;  
Obtains material from a variety of sources to be used for articles, reports and speeches;  
Maintains important and confidential records, schedules, expense accounts and office supplies;  
Reads reports and summarizes information to facilitate the supervisor's review;  
Types manuscripts, correspondence, statements, tables and forms from corrected copy, rough draft or oral instruction;  
Opens, sorts, reads and distributes incoming correspondence;  
Proofreads outgoing correspondence and reviews records for completeness and accuracy;

# After Application Completion

- Once this application is completed and submitted, the individual has applied to be placed on the Special Options Eligible List for the selected job classification. The application will be reviewed and certified by an DBM RED Analyst.
- DORS is responsible for providing SOEL letters to DBM before approval can be granted.
- The candidate will receive an email, if the application has been denied.

*Note: Being on the SOEL, marks an applicant as qualified, which allows the applicant to be filtered to the eligible list automatically. The applicant will remain on the eligible list for 1 year.*