

A Prince George's County Council Member seeks a Constituent Services Aide to act as a liaison with federal, state, county and municipal agencies on behalf of constituents. Responsibilities will include, but are not limited to, answering casework correspondence and oral communications from constituents and communicating with various levels of government officials on behalf of constituents; as well as other administrative duties as assigned. The ideal candidate will have excellent oral and written communication skills, the ability to efficiently multi-task and to function effectively in a fast-paced environment, requiring the use of independent judgment, action, and initiative. The salary for this position will range from \$40,000 to \$60,000, based on experience and qualifications.

Applicant Instructions: Please submit your resume to: Tomeka C. Bumbry, Chief of Staff, Office of Council Member Ingrid M. Turner, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772 or by email at tcbumbry@co.pg.md.us.

Deadline for submission: September 11, 2009