**Reader/Clerical Assistant**

**Position Description**

**LOCATION:** Fort Meade, MD and DC Metro Area

Applied Development LLC has a hiring opportunity for a full-time Reader/Clerical Assistant position. Must be able to obtain or currently possess a favorable background investigation.

**Essential Duties and Responsibilities:**

Provides reader support and clerical assistance for Blind/Visually Impaired Government employees. Perform a variety of administrative and clerical duties, including, but not limited to:

* Assist Blind/Visually Impaired employees with day-to-day interaction with coworkers and customers.
* Assist Blind/Visually Impaired professionals in the performance of their duties as an employee.
* Activities may include reading assistance, recording print material, proofreading typed documents, assisting with filing, assisting in transcribing and completion of printed forms, computer assistance, navigational and spatial awareness assistance, meetings, Agency meetings, supervisory meetings, training classes, and other settings where a Blind/Visually Impaired employee may require the services of a reader/clerical assistant.
* Other duties as assigned.

**Qualifications:**

* Associate’s Degree and two (2) years of work experience in a similar field is required; Bachelor’s degree preferred.
* Experience in overseeing, performing, and providing administrative and clerical functions is required.
* Demonstrated experience in administrative and clerical support processes is required.
* Proficiency with computer software programs such as MS Word, Excel, Outlook, and PowerPoint is required.
* Previous experience working with Blind/Visually Impaired individuals or persons with disabilities is required.
* Must be knowledgeable of the practices and methods of assisting the Blind/Visually Impaired.
* Must be able to obtain or currently possess a favorable background investigation.

Applied Development is an Equal Opportunity Employer M/F/D/V.