

## Home Energy Scanner/Intake Worker

The Scanner/Intake Worker will assist the Office of Energy Assistance in the accomplishment of the department's goals. Duties include, but are not limited to the following:

- Entering required data into the Pro2000 system
- Scanning certified client applications into the OHEP system
- Greeting visitors and referring clients to OHEP
- Providing clerical job functions

The ideal candidate must have a high school diploma or GED and 2 years of prior related experience. They must also have extensive computer skills that includes MS Word and MS Excel. An awareness of the Maryland Office of Home Energy Assistance Program is preferred.