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# ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

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**POSITION:** Administrative Coordinator, C04, \$32,677 - \$34,341 (B.O.E.)  
+ FRINGE BENEFITS  
**DEPARTMENT:** Office of the Sheriff/Corrections Division  
**OPENING DATE:** 11-15-17                      **CLOSING DATE:** 11-29-17

## MINIMUM QUALIFICATIONS:

**Education:** Associate's degree;

**Experience:** Two or more years of related experience;

**Note:** Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

## ADDITIONAL REQUIREMENTS:

- ◆ Required to work rotating shift work (6 am to 2 pm or 2 pm to 10 pm), and includes holidays and weekends;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

**JOB SUMMARY:** Provides direct administrative and clerical support for the staff of a department, including but not limited to secretarial tasks, personnel related activities, operating budget administration, and payroll preparation; performs other duties as assigned.

## DUTIES:

- ◆ Provides administrative support to the staff of assigned department in order to meet department goals and objectives;
  - ◆ Answers phones and directs calls to appropriate staff member and/or takes and delivers messages;
  - ◆ Prepares various reports, forms, correspondence, etc., as directed;
  - ◆ Maintains and manages records relevant to the department;
  - ◆ Assists in the preparation of the department's annual budget; coordinates and checks submissions;
  - ◆ Assists with the coordination and organization of office work load to ensure the smooth and efficient working of the department;
- May:
- track and submit employee schedules, time sheets, and leave slips;
  - enter and track requisitions, reimbursements, and purchase orders;
  - prepare and submits grant applications and necessary assurances;
- ◆ Performs other duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Ability to gain working knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary's County Government to the public;
- ◆ Ability to gain knowledge of the staff, activities, and operations of assigned department;
- ◆ Ability to effectively communicate with other staff members;
- ◆ Ability to prioritize and multitask;
- ◆ Ability to operate relevant computer systems, including hardware and software, and basic office machines;
- ◆ Basic math and language skills.

## **PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

## **COMPENSATION/BENEFITS:**

Hiring Salary: \$32,677 - \$34,341 (B.O.E.) annually.

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

**TO APPLY:** A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED.  
ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Potomac Building (formerly Governmental Center)  
Department of Human Resources, 3<sup>rd</sup> floor  
23115 Leonard Hall Drive, Leonardtown, MD 20650  
Phone: 301-475-4200 Extension: \*1100 Fax: 301-475-4082  
Jobs Line: 301-475-4200 Extension: \*1109  
**Must press the \* key before the extension**  
Email: [smchr@stmarysm.com](mailto:smchr@stmarysm.com) Website: [www.stmarysm.com](http://www.stmarysm.com)

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator:  
[amber.hebert@stmarysm.com](mailto:amber.hebert@stmarysm.com) or (301) 475-4200, Extension: \*1110.

**APPLY NOW - <http://www.stmarysm.com/hro/application/HRAapplication.asp>**

**Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.**

St. Mary's County Government is an Equal Opportunity Employer