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# ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

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**POSITION:** Law and Corrections Recruiter - (Available 10-01-17)  
C06, \$40,123 - \$50,107 (B.O.E) + FRINGE BENEFITS

**DEPARTMENT:** Office of the Sheriff

**OPENING DATE:** 08-16-17                      **CLOSING DATE:** 09-13-17 (Extended)

## MINIMUM QUALIFICATIONS:

**Education:** Associate's degree in public relations, business, communications, marketing or a related field;

**Experience:** Two or more years of job related experience; pertinent experience with recruiting for public safety organizations is preferred.

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

## ADDITIONAL REQUIREMENTS:

- ◆ 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:** Performs public relations and administrative duties to promote and facilitate a comprehensive recruitment program for the St. Mary's County Sheriff's Office (SMCSO). Work involves developing and implementing effective recruitment strategies, and requires a self-motivated individual with the ability to pay attention to detail. The work requires considerable experience in public relations. The position reports directly to the agency Personnel Coordinator, and will work closely with the agency Public Information Officer (PIO) with regard to all matters pertaining to recruitment. Performs other duties as assigned.

## DUTIES:

- ◆ Implements effective strategies to recruit the best qualified entry level and experienced law enforcement and corrections applicants;
- ◆ Maintains official policies regarding recruiting;
- ◆ Implements the recruitment process to include maintaining a data base on public responses to recruitment efforts and coordinates with Human Resources personnel to review survey responses and other data to determine recruitment priorities;
- ◆ Will maintain agency recruitment plan and prepare annual analysis of recruitment efforts.
- ◆ Ensures wide distribution of recruitment information and applications for employment;
- ◆ Utilizes most effective and efficient recruitment strategies and tactics to meet agency recruitment and hiring goals;
- ◆ Maintains contact with applicants during entry level and thru selection process;
- ◆ Facilitates entry level testing, including procurement of any needed supplies and requests for support staff;

- ◆ Reviews and investigates strategies to achieve goal of diverse workforce composition in the sworn and corrections ranks in approximate proportion to the makeup of the available workforce in St. Mary's County;
- ◆ Represents the St. Mary's County Sheriff's Office professionally and positively both in appearance and attitude;
- ◆ Keeps the manager of the agency Human Resources section fully apprised of the status of his/her recruitment activities.

**SECONDARY FUNCTIONS:**

- ◆ Liaison with competing agencies nationally and within the region to determine what practices are most successful and how they can be implemented in St. Mary's County;
- ◆ Increase professional knowledge by attending workshops, conferences etc.;
- ◆ May be required to work beyond normal scheduled hours;
- ◆ May be required to work evenings and weekends.

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

- ◆ Ability to gain thorough knowledge of St. Mary's County Sheriff's Office policies and procedures;
- ◆ Ability to act as a representative of the St. Mary's County Sheriff's Office to the public;
- ◆ Knowledge of department practices and procedures and of the practices, procedures, and concepts of the human resources programs;
- ◆ Knowledge of relevant Federal, State, and Local regulations relative to recruitment and hiring, especially Equal Employment Opportunity Laws;
- ◆ Ability to effectively communicate with other staff members;
- ◆ Ability to develop, implement, prioritize, and coordinate program-related activities;
- ◆ Ability to use available resources to research information;
- ◆ Ability to prepare and maintain accurate records;
- ◆ Ability to operate relevant computer systems, including hardware and software.

**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: \$40,123 - \$50,107 (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:      Governmental Center, Potomac Building  
Third Floor, Dept. of Human Resources  
23115 Leonard Hall Drive, Leonardtown, MD  
Phone: 301-475-4200 Extension: \*1100 Fax: 301-475-4082  
Jobs Line: 301-475-4200 Extension: \*1109  
Email: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) Website: [www.stmarysmd.com](http://www.stmarysmd.com)  
**Must press \* before dialing the extension**

**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@stmarysmd.com](mailto:amber.hebert@stmarysmd.com) or [\(301\) 475-4200](tel:3014754200), Extension: \*1110.

**APPLY NOW - <http://www.stmarysmd.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.