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# ST. MARY'S COUNTY GOVERNMENT

## VACANCY ANNOUNCEMENT

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**POSITION:** Senior Administrative Coordinator, C-05, \$39,395  
+ FRINGE BENEFITS

**DEPARTMENT:** Office of the Sheriff (Corrections)

**OPENING DATE:** 09-18-20                      **CLOSING DATE:** 10-02-20

### **MINIMUM QUALIFICATIONS:**

**Education:** Associates degree;

**Experience:** Three or more years of related experience, one of which should be at a supervisory level;

**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;
- ◆ Must be 18 years of age, possess a valid Maryland State Motor Vehicle License;
- ◆ Must be able to work shift work including weekends, holidays and overtime;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

**JOB SUMMARY:** Provides direct support administrative, secretarial and clerical support for the Office of the Sheriff, Corrections Division, doing business as the St Mary's County Detention and Rehabilitation Center personnel and contractual staff; Point of contact with public/professionals, fiscal management, records management, communications coordination; Standards compliance, personnel management, and inmate program management; Performs other duties as assigned.

### **DUTIES:**

- ◆ Provides administrative support to meet division goals and objectives;
- ◆ Point of contact advising callers on matters concerning inmate's status, policies and procedures, and activities of division personnel;
- ◆ Fiscal management to include accounts receivable, accounts payable and management of inmate accounts;
- ◆ Order and maintain inventory of office supplies, equipment, etc.;
- ◆ Prepares and submits financial and statistical reports to relevant division as required;
- ◆ Responsible for records management and/or quality assurance to include inmate active and closed files, program files, training files, etc.;
- ◆ Prepare and submits financial and statistical reports relevant to the division;
- ◆ Distribution of criminal justice reports to allied criminal justice agencies;
- ◆ May:
  - Input data in the jail management system, training system and other software programs'
  - Supervise inmates on the work incentive program;
  - Monitor the inmate banking, telephone and video visitation systems to ensure compliance by both inmates and public;

- Conduct inmate tracking and monitoring of offenders on community programs;
- conduct research specific to departmental needs;
- Manage and schedule inmate program activities;
- Perform notary services;
- ◆ 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 gain working knowledge of the St. Mary’s County Administrative and Operations, Manual, St. Mary’s County Government policies and procedures and Maryland Commission on Correctional Standards;
- ◆ Ability to communicate effectively with staff and members of the public;
- ◆ Ability to prepare and maintain accurate records;
- ◆ Basic math skills;
- ◆ Ability to work with sensitive information and maintain appropriate confidentiality;
- ◆ Ability to operate relevant computer systems, including hardware and software, internet and database retrieval;
- ◆ Ability to pass a comprehensive background investigation.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work is performed in the secure confines of the adult detention and rehabilitation center and requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking 40%/+ of the the time.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress and physical threat which require a range of safety and other precautions, e.g., aggressive human behavior, or similar situations where conditions cannot be controlled.

**COMPENSATION/BENEFITS:**

Hiring Salary: \$39,395 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).

**[Click Here for Information: Employee Benefits Summary - September 2019](#)**

**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 2020 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED.**  
**ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.**

Applications are available at: Governmental Center, Potomac Building  
Department of Human Resources, 3<sup>rd</sup> Floor  
23115 Leonard Hall Drive, Leonardtown, MD 20650  
Phone: 301-475-4200 Extension: 71100 Fax: 301-475-4082  
Jobs Line: 301-475-4200 Extension: 71109  
Email: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) Website: [www.stmarysmd.com](http://www.stmarysmd.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 Department of Human Resources: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) or [\(301\) 475-4200](tel:(301)475-4200), Extension: 71100.

**APPLY NOW - <https://www.stmarysmd.com/hro/application/apply/>**

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