



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Station Clerk, C03, \$29,723 + FRINGE BENEFITS

DEPARTMENT: Office of the Sheriff

OPENING DATE: 07-05-17 **CLOSING DATE:** 07-19-17

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D.

Experience: Six months or more 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:

- ◆ Must be able to work shift work to include evenings, weekends and holidays;
- ◆ Successfully pass extensive background investigation with favorable results;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Performs a wide variety of clerical tasks to support the Office of the Sheriff.

DUTIES:

- ◆ Answers incoming calls and re-directs appropriately, assists visitors and staff with any inquiries;
- ◆ Types and copies correspondence; maintains office logs, records, files and databases including data entry; receives and delivers office correspondence, mail and packages;
- ◆ Assesses information and forwards to the Emergency Communications Center (ECC) as appropriate;
- ◆ Maintains confidentiality on all matters;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain a working knowledge of the policies and procedures of the Office of the Sheriff, St. Mary's County Government, and State and Federal Governments;
- ◆ Ability to act as a representative of Office of the Sheriff to the public;
- ◆ Ability to effectively communicate with staff and members of the public;
- ◆ Apply knowledge, experience and reason to arrive at effective decisions during potentially critical situations and remaining calm under intense pressure while handling urgent situations;
- ◆ Ability to organize and determine priorities of diverse assignments;
- ◆ Ability to assimilate information from a variety of resources and analyze, evaluate and select, often with limited information, the best course of action;

- ◆ Ability to operate relevant computer systems, including hardware and software, as well as multi line telephones and simple office machines;
- ◆ Ability to understand and follow oral and written instructions;
- ◆ Ability to work shift work, weekends, and holidays;
- ◆ Ability to obtain training and certification in N.C.I.C.; C.J.I.S. and HTE;
- ◆ Basic math and language skills.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires light physical effort in the handling of light materials in non-strenuous work positions up to 30 pounds and/or continual standing, sitting, bending, or walking.

Work environment involves high risks with exposure to potentially dangerous situations, 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: \$29,723 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
 Department of Human Resources, 3rd 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
 Email: smchr@stmarysmd.com Website: www.stmarysmd.com
Must press the * key before 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 or (301) 475-4200, 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.