



Secretary to the Director of School Safety and Security

Terms of Employment: 12-month

Exemption Status: Non-Exempt

Salary: \$34,346 - \$63,433
AFSCME Salary: UA Grade 9-10

GENERAL STATEMENT OF WORK: Under the broad supervision of the Director of Safety and Security, performs fingerprinting functions to ensure hiring in a timely manner. Performs data entry to ensure P-Card transactions, please pays, PO check attached and requisitions for PO are captured within the finance and technology helpdesk system. Manages leave slips, time sheets and overtime forms. Performs work as requested by Safety and Security Department to ensure all supporting documentation is completed for new employees. Maintains purchase orders issued to vendors, contractors, and processes payments against PO's as necessary.

QUALIFICATIONS:

- High School Diploma. Associate degree in business, accounting, or 5 years equivalent experience.
- Ability to work independently, exercise initiative, and good judgement in timely completion of work assignments.
- Knowledge of accounts payable and purchasing procedures and practices with P-Cards, Please Pays and Requisitions.
- Excellent knowledge and experience in business applications of computers and ability to prepare financial and accounting reports.
- Excellent oral and written communication and human relation skills.
- Demonstrated ability to manage multiple complex tasks and to react quickly to oral/written instructions in a high-pressure environment.
- Demonstrated ability to work professionally and discretely with extremely confidential information.
- Self-motivated with the ability to work both independently and in a team environment.
- Excellent customer service, communication (both written and verbal), and cross group collaboration skills required.
- Proficient knowledge of Microsoft Excel and other Microsoft Office products.
- Knowledge of Quicken or Quickbooks.
- Broad knowledge of technology, Helpdesk, LAN and WAN functions helpful.

ESSENTIAL JOB FUNCTIONS:

- Scheduling Office of School Safety and Security on-boarding appointments
- Fingerprinting all new hires
- Issuing identification badges
- Replacing or re-issuing lost and stolen identification

- Updating badges for employees with name, location, or position changes
- Issuing expiration stickers for over 5000 badges
- Work with payroll to process payroll deductions for lost badges and substitute fingerprint payments
- Activating and de-activating security badges
- Act as a liaison with Food Service for on-board of ABACUS employees (new)
- Act as a liaison with the Health Department for Nurses and with the Special Education Department for all related service providers
- Assist with processing and on-board of the Summer Youth Employment program
- Assist with updating personnel files noting background clearance
- Assisting with clerical and secretarial work for the Office of School Safety and Security such as tracking spending of grants and PCard purchases
- Performs related duties as assigned by the office of school safety and security.
- Manages Department's administrative function. Prepares correspondence, Board materials, reports, contracts and legal related documents.
- Tracks deadlines; ensure department's responsiveness to task and assignments.
- Prepares memorandums and other documents as needed.
- Acts as custodian of documents and records.

DUTIES AND RESPONSIBILITIES:

- Manages and is responsible for performing Account holder functions of department's P-Card Account
- Performs electronic filing of P-Card transaction logs on a monthly basis utilizing procedures established by the Department of Fiscal Services.
- Processing and accounting for expenses associated with invoices through Please Pays, PO check attached, and Requisitions for POS.
- Assists department professionals in all facets of their work.
- Manages the office administrative function.
- Performs related work as required or assigned by the Supervisor.
- Processes payroll for safety & security department.
- Prepares and tracks budget transfers to realign budgets as necessary through the various expenditures' objects utilized by the department.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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