

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

FISCAL SECRETARY

POSITION: Fiscal Secretary

REPORTS TO: Director

LOCATION: Various Sites

**NATURE OF WORK:**

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the direction of the Director.

**ESSENTIAL FUNCTIONS:**

- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc., as required and maintains appropriate files;
- Coordinates and communicates with various departments and schools;
- Communicate with parents, staff, and other necessary parties in a calm and respectable manner;
- Schedules appointments and arranges conferences; and
- Reports to work daily and on time.

**DUTIES AND RESPONSIBILITIES:**

- Provides and updates the Director with important items such as budget reports;
- Prepares budget transfers for the Director;
- Handles payroll and leave forms for staff;
- Handles and processes invoices for purchases;
- Coordinates the purchasing of office equipment and supplies;
- Arranges meetings and prepares paperwork for the Director;
- Fills out and submits work orders for the Department;
- Prepares memos and letters at the direction of the Director;
- Updates and organizes files and folders such as Board of Education policies and regulations;
- Assist with other general office duties as needed; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Graduation from high school (or GED), required;
- Three (3) years of secretarial or general office experience OR an Associate's degree (or higher degree) in Accounting required;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment); and
- Experience and training that would provide the following knowledge, abilities, and skills:
  - Thorough working knowledge of office technology, including office equipment and software;
  - Considerable knowledge of school system reports, procedures, and processes;
  - Ability to maintain integrity and confidentiality; and manage sensitive information;
  - Considerable knowledge of effective office practices and procedures;
  - Ability to make decisions in accordance with regulations and established policies;
  - Ability to accept constructive feedback with frequently changing requirements;

- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public orally and in writing;
- Ability to work independently with minimal supervision; and
- Ability to project a positive image to the public.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 15.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

FISCAL SECRETARY – DEPARTMENT OF MAINTENANCE

POSITION: Fiscal Secretary

REPORTS TO: Director

LOCATION: Department of Maintenance

**NATURE OF WORK:**

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the direction of the Director.

**ESSENTIAL FUNCTIONS:**

- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc., as required and maintains appropriate files;
- Coordinates and communicates with various departments and schools;
- Communicates with parents, staff, and other necessary parties in a calm and respectable manner;
- Schedules appointments and arranges conferences; and
- Reports to work daily and on time.

**DUTIES AND RESPONSIBILITIES:**

- Provides and updates the Director with important items such as budget reports;
- Prepares budget transfers for the Director;
- Handles payroll and leave forms for staff;
- Handles and processes invoices for purchases;
- Coordinates the purchasing of office equipment and supplies;
- Arranges meetings and prepares paperwork for the Director;
- Fills out and submits work orders for the Department;
- Prepares memos and letters at the direction of the Director;
- Updates and organizes files and folders such as Board of Education policies and regulations;
- Assist with other general office duties as needed; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Graduation from high school (or GED), required;
- Three (3) years of secretarial or general office experience OR an Associate's degree (or higher degree) in Accounting required;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment); and
- Experience and training that would provide the following knowledge, abilities, and skills:
  - Thorough working knowledge of office technology, including office equipment and software;
  - Considerable knowledge of school system reports, procedures, and processes;
  - Ability to maintain integrity and confidentiality; and manage sensitive information;
  - Considerable knowledge of effective office practices and procedures;
  - Ability to make decisions in accordance with regulations and established policies;
  - Ability to accept constructive feedback with frequently changing requirements;

- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public orally and in writing;
- Ability to work independently with minimal supervision; and
- Ability to project a positive image to the public.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 15.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
NON-CERTIFICATED POSITION DESCRIPTION**

**FISCAL SECRETARY MENTOR/FLOATING SECRETARY**

**POSITION:** Fiscal Secretary Mentor/Floating Secretary

**REPORTS TO:** Supervisor of Accounting

**LOCATION:** Various Sites

**NATURE OF WORK:**

This is a highly skilled secretarial position, expected to have the capacity to go from school to school as needed to fill in for secretarial or high school financial assistant vacancies, in either a long-term or short-term capacity. The employee performs secretarial work of considerable difficulty, typically works independently, and may assume a major segment of the office work at a school. This position will perform the secretarial, financial, and clerical work in a school. This unique position will also serve as a mentor to all school-based secretaries for fiscal compliance and training. The work is performed under the direction of the Supervisor of Accounting, as well as the school principal.

**ESSENTIAL FUNCTIONS:**

- Maintain a clean driving record and be able and willing to travel between central administration and various school and office sites;
- Coordinate and communicate with various departments and schools;
- Communicate with parents, staff, and other necessary parties in a calm and respectable manner;
- Schedule appointments;
- Serve as a temporary/floating secretary to schools;
- Serve as a mentor to all school based secretaries for fiscal compliance and training;
- Establish and maintain significant, sensitive, and confidential files, documents, and records;
- Prepare correspondence;
- Ability to maintain integrity and confidentiality;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work under a minimum amount of supervision;
- Ability to communicate effectively, orally, and in writing;
- Prepare and maintain financial records including payroll, leave, and school activity funds;
- Assist with scheduling school facilities and maintaining policies and regulations related to the use of school facilities;
- Maintain ledgers and journals, make bank reconciliations and prepare reports, statements, and summaries;
- Project a positive image of the school to the school community and the public;
- Utilize technology to perform tasks;
- Maintain integrity and confidentiality; and
- Report to work daily and on time.

**DUTIES AND RESPONSIBILITIES:**

- Receive and deposit monies into appropriate accounts; verify billings and issue checks for payment;
- Generate purchase requisitions and confirm delivery, including direct contact with vendors;
- Compose routine and non-technical correspondence and prepare special reports and

- summaries as required;
- Screen incoming telephone calls; answer general inquiries and direct telephone calls to other school personnel;
- Review incoming mail, obtain and attach pertinent information, prioritize and route to school personnel as appropriate;
- Maintain time records and compute hours worked within pay periods for teachers, staff, and substitutes and distribute paychecks;
- Provide guidance and utilize AESOP for leave reporting;
- Receive, count, and document money collected from various school organizations;
- Verify the accuracy of required deposit summaries;
- Prepare deposit slips; deposit monies in bank; credit appropriate accounts;
- Verify authorization on check requests and vendor billings; verify that source documents are provided;
- Print checks; secure appropriate signatures; debit appropriate accounts;
- File Maryland State Sales and Use Tax reports;
- Train and serve as a mentor to school based secretaries;
- Assist the accountant in the conduction of on-site reviews of fiscal operations in schools for compliance with policies, regulations, and laws;
- Assist the accountant in the communication of findings/results of reviews, including written reports;
- Provide guidance on the School Activity Fund financial accounting and reporting procedures manual;
- Assist the accountant in acting as a help desk for questions regarding school activity financial procedures;
- Act as an administrative backup for duties involving facilities usage and the associated School Dude software; and
- Perform other related duties as assigned.

#### QUALIFICATIONS:

- Graduation from high school (or GED), required;
- Three (3) years of secretarial or general office experience OR an Associate's degree (or higher degree) in Accounting required;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment); and
- Experience and training that would provide the following knowledge, abilities, and skills:
  - Thorough working knowledge of office technology, including office equipment and software;
  - Considerable knowledge of school system reports, procedures, and processes;
  - Ability to maintain integrity and confidentiality; and manage sensitive information;
  - Considerable knowledge of effective office practices and procedures;
  - Ability to make decisions in accordance with regulations and established policies;
  - Ability to accept constructive feedback with frequently changing requirements;
  - Ability to communicate courteously and tactfully with students, teachers, parents, and the general public orally and in writing;
  - Ability to work independently with minimal supervision; and
  - Ability to project a positive image to the public.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 17.

#### BARGAINING UNIT ELIGIBILITY: EASMC-ESP

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
NON-CERTIFICATED POSITION DESCRIPTION**

**FISCAL SECRETARY –TITLE I**

**POSITION:** Fiscal Secretary-Title I (Grant-Funded)

**REPORTS TO:** Executive Director of Supplemental School Programs

**LOCATION:** Department of Supplemental School Programs; Title I Schools

**NATURE OF WORK:**

This is a highly skilled secretarial position for specific Title I fiscal and federal functions in an office, at Title I schools, and in non-public participating schools and with related Title I programming functions within Title I schools. The employee performs fiscal work of considerable difficulty, typically works independently and assumes a major segment of the day-to-day fiscal management. The work is performed under the direction of the Executive Director and the Office Manager.

**ESSENTIAL FUNCTIONS:**

- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc., as required and maintains appropriate files, records, and documents;
- Coordinates and communicates with various departments and with designated Title I school staff;
- Supports school based staff with fiscal record keeping and reconciliation;
- Provides support and assistance with fiscal processes and related procedures for Title I schools;
- Conducts on-site follow up reviews of Title I fiscal operations for compliance with policies, regulations, laws, and audits upon direction;
- Communicates with parents, staff, and other necessary parties in a calm and respectful manner;
- Schedules appointments and arranges conferences; and
- Reports to work daily and on time.

**DUTIES AND RESPONSIBILITIES:**

- Provides and updates the Executive Director and Office Manager with important items such as budget reports; spreadsheets, purchase orders, etc.;
- Prepares budget transfers, school based requests and related follow up, for the Executive Director;
- Handles payroll and leave forms for Title I staff;
- Handles and processes invoices for purchases; requisitions for staffing;
- Coordinates the purchasing of office equipment and supplies;
- Analyzes fund accounting, verifies correct account coding;
- Analyzes data from requisitions, invoices, and other reports for accuracy and completion by matching, reconciling, and verifying data;
- Notifies designated personnel of changes in expenditures in accounts;
- Arranges meetings and prepares paperwork for the Executive Director;
- Fills out and submits work orders for the Department;
- Prepares memos and letters at the direction of the Executive Director and/or Office Manager;
- Updates and organizes files and folders such as Board of Education policies and regulations;
- Detailed knowledge of fund accounting and ability to verify and correct account coding;
- Strong communication and interpersonal skills;

- Must be able to work with frequent interruptions, work under deadlines and pressure to meet scheduled and unscheduled deadlines, with an attention to detail;
- Assist with other general office duties as needed relevant to Title I and related Title I programs; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Graduation from high school (or GED), required;
- Three (3) years of secretarial or general office experience OR an Associate's degree (or higher degree) in Accounting required;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment); and
- Experience and training that would provide the following knowledge, abilities, and skills:
  - Thorough working knowledge of office technology, including office equipment and software;
  - Considerable knowledge of school system reports, procedures, and processes;
  - Ability to maintain integrity and confidentiality; and manage sensitive information;
  - Considerable knowledge of effective office practices and procedures;
  - Ability to make decisions in accordance with regulations and established policies;
  - Ability to accept constructive feedback with frequently changing requirements;
  - Ability to communicate courteously and tactfully with students, teachers, parents, and the general public orally and in writing;
  - Ability to work independently with minimal supervision; and
  - Ability to project a positive image to the public.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC salary schedule for twelve-month seven hour employees – Range 15.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP



ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

FISCAL SECRETARY

POSITION: Fiscal Secretary

REPORTS TO: Director of Transportation

LOCATION: Division of Supporting Services - Transportation

**NATURE OF WORK:**

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the direction of the Director of Transportation.

**ESSENTIAL FUNCTIONS:**

- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc., as required and maintains appropriate files;
- Coordinates and communicates with various departments and schools;
- Communicate with parents, staff, bus drivers, bus contractors and other necessary parties in a calm and respectable manner;
- Schedules appointments and arranges conferences; and
- Reports to work daily and on time.

**DUTIES AND RESPONSIBILITIES:**

- Provides and updates the director with important items such as budget reports;
- Prepares budget transfers for the director;
- Handles payroll and leave forms for Board of Education bus drivers, bus attendants and transportation staff;
- Works with Board of Education bus drivers and attendants to make sure they have all necessary supplies including cell phones and cleaning products;
- Assists with securing substitute Board of Education drivers and attendants when necessary;
- Handles and processes invoices for Department of Transportation purchases;
- Coordinates the purchasing of office equipment and supplies;
- Controls access to transportation credit cards and keys;
- Handles insurance paperwork for all St. Mary's County Public School buses and all Board of Education owned vehicles;
- Arranges meetings and prepares paperwork for the Accident Review Committee;
- Fills out and submits work orders for the Department of Transportation;
- Contacts Naval Base and coordinates obtaining passes for school bus drivers;
- Works with local news stations to secure weather codes;
- Prepares memos and letters at the direction of the director;
- Updates and organizes files and folders such as Board of Education policies and regulations; and
- Assist with other general office duties as needed.

**QUALIFICATIONS:**

- Graduation from high school (or GED), required;
- Three (3) years of secretarial or general office experience OR an Associate's degree (or higher degree) in Accounting required;

- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment); and
- Experience and training that would provide the following knowledge, abilities, and skills:
  - Thorough working knowledge of office technology, including office equipment and software;
  - Considerable knowledge of school system reports, procedures, and processes;
  - Ability to maintain integrity and confidentiality; and manage sensitive information;
  - Considerable knowledge of effective office practices and procedures;
  - Ability to make decisions in accordance with regulations and established policies;
  - Ability to accept constructive feedback with frequently changing requirements;
  - Ability to communicate courteously and tactfully with students, teachers, parents, and the general public orally and in writing;
  - Ability to work independently with minimal supervision; and
  - Ability to project a positive image to the public.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 15.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

FISCAL SECRETARY – SAFETY AND SECURITY

POSITION: Fiscal Secretary - Safety and Security

REPORTS TO: Director

LOCATION: Department of Safety and Security

**NATURE OF WORK:**

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the direction of the Director.

**ESSENTIAL FUNCTIONS:**

- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc., as required and maintains appropriate files;
- Coordinates and communicates with various departments and schools;
- Communicate with parents, staff, and other necessary parties in a calm and respectable manner;
- Schedules appointments and arranges conferences; and
- Reports to work daily and on time.

**DUTIES AND RESPONSIBILITIES:**

- Provides and updates the Director with important items such as budget reports;
- Prepares budget transfers for the Director;
- Handles payroll and leave forms for staff;
- Handles and processes invoices for purchases;
- Coordinates the purchasing of office equipment and supplies;
- Arranges meetings and prepares paperwork for the Director;
- Fills out and submits work orders for the Department;
- Prepares memos and letters at the direction of the Director;
- Updates and organizes files and folders such as Board of Education policies and regulations;
- Coordination and retention of departmental records pertaining to professional development training, sex offender registry, and field trips used by the Director;
- Monitoring, processing, and maintenance of all SMCPs volunteer applications and supporting records;
- Assist with the collection and submission of electronic and inked fingerprints for employee background checks;
- Assist with requests for employee identification cards and access control cards;
- Assist with other general office duties as needed; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Graduation from high school (or GED), required;
- Three (3) years of secretarial or general office experience OR an Associate's degree (or higher degree) in Accounting required;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment); and
- Experience and training that would provide the following knowledge, abilities, and skills:

- Thorough working knowledge of office technology, including office equipment and software;
- Considerable knowledge of school system reports, procedures, and processes;
- Ability to maintain integrity and confidentiality; and manage sensitive information;
- Considerable knowledge of effective office practices and procedures;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to accept constructive feedback with frequently changing requirements;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public orally and in writing;
- Ability to work independently with minimal supervision; and
- Ability to project a positive image to the public.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 15.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP