

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); further secretarial training is desirable; and three years of secretarial or general office experience; passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment); ability to take and transcribe dictation as needed (optional); or any combination of 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;
- Considerable knowledge of effective office practices and procedures;
- 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 independently without 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); further secretarial training is desirable; and three years of secretarial or general office experience; passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment); ability to take and transcribe dictation as needed (optional); or any combination of 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;
- Considerable knowledge of effective office practices and procedures;
- 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 independently without supervision; and
- Ability to project a positive image to the public.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

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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); further secretarial training is desirable; and three years of secretarial or general office experience; passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment); ability to take and transcribe

dictation as needed (optional); or any combination of experience and training that would provide the following knowledge, abilities, and skills:

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- Ability to maintain integrity and confidentiality;
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