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); further secretarial training is desirable;
▪ 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);
▪ Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for the purpose of consideration of employment with St. Mary’s County Public Schools will be required in this fiduciary position; and
▪ Any combination of experience and training that would provide the following knowledge, abilities, and skills:
   o Thorough working knowledge of office technology, including office equipment and software;
   o Considerable knowledge of school system reports, procedures, and processes;
   o 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;
- 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 - CAPITAL PLANNING

POSITION: Fiscal Secretary - Capital Planning
REPORTS TO: Director of Capital Planning
LOCATION: Department of Capital Planning

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 Capital Planning.

ESSENTIAL FUNCTIONS:

- Prepare and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc., as required and maintains appropriate files;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to work under a minimum amount of supervision;
- Ability to work with frequent interruptions, work under deadlines and pressure to meet scheduled and unscheduled deadlines, with attention to detail;
- Prepare and maintain financial records including payroll, leave, operating office, and the utility budget;
- Assist with scheduling, tracking, and verifying fuel delivery orders;
- Analyzes data from requisitions, invoices, and other reports for accuracy and completion by matching, reconciling, and verifying data;
- Assist with verification of utility invoices against a variety of contract pricing;
- Assist with entering data into the utility tracking software for cost and consumption;
- Assist with entering data into the capital improvement tracking software for analysis;
- Assist with data analysis of State initiatives;
- Coordinate and communicate with various departments and schools;
- Communicate with parents, staff, and other necessary parties in a calm and respectable manner;
- Schedule appointments and arranges conferences; and
- Report 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;
- Composes routine and non-technical correspondence and prepare special reports and summaries, including Brightly Software (Energy Manager) and Energy Star Portfolio reports;
- Screens incoming telephone calls; answer general inquiries and direct telephone calls to other school personnel;
- Reviews incoming mail, obtains, and attaches pertinent information, prioritizes, and routes to appropriate department personnel;
Maintains time records and compute hours worked within pay periods for interns and/or apprentices;
Acts as an administrative backup for duties involving the capital plan and the Educational Facilities Master Plan;
Handles payroll and leave forms for staff;
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;
Assists 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 SMCP (applicants must establish proficiency prior to accepting employment);
Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for the purpose of consideration of employment with St. Mary’s County Public Schools will be required in this fiduciary position.
Demonstrated 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.

TERMS 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

update 05.12.2023
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);
• Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for the purpose of consideration of employment with St. Mary’s County Public Schools will be required in this fiduciary position;
• Demonstrated experience and training that would provide the following knowledge, abilities, and skills:
  o Thorough working knowledge of office technology, including office equipment and software;
  o Considerable knowledge of school system reports, procedures, and processes;
  o Ability to maintain integrity and confidentiality; and manage sensitive information;
  o Considerable knowledge of effective office practices and procedures;
o Ability to make decisions in accordance with regulations and established policies;
 o Ability to accept constructive feedback with frequently changing requirements;
 o Ability to communicate courteously and tactfully with students, teachers, parents, and the
general public orally and in writing;
 o Ability to work independently with minimal supervision; and
 o 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

12.2019
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 cords;
▪ 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;
▪ Three (3) years of secretarial or general office experience;
▪ Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment); and
Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for the purpose of consideration of employment with St. Mary’s County Public Schools will be required in this fiduciary position;

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;
- 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
FISCAL SECRETARY – TITLE I GRANT FUNDED

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);
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for the purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position; 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
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;
▪ 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);

Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for the purpose of consideration of employment with St. Mary’s County Public Schools will be required in this fiduciary position.

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