

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); further secretarial training is desirable;
- Three years of secretarial or general office experience;
- Passing score on a proficiency exam conducted by SMCPSS (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:
 - 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

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 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:
 - 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

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

FISCAL SECRETARY FOOD AND NUTRITION SERVICES

POSITION: Fiscal Secretary Food and Nutrition Services

REPORTS TO: Director of Food and Nutrition Services

LOCATION: Food and Nutrition Services

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:

- 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;
- Reports to work daily and on time; and
- Ability to work with frequent interruptions, work under deadlines and pressure to meet scheduled and unscheduled deadlines, with attention to detail.

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;
- 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;
- Assists with securing food service substitutes for kitchens when necessary;
- Controls access to food and nutrition services credit cards and keys;
- Handles and processes invoices for purchases from various food service vendors; requisitions for the department;
- Analyzes data from requisitions, invoices, and other reports for accuracy and completion by
 - matching, reconciling, and verifying data;
- Assists with processing of meal benefit applications;
- Prepares student account refunds and transfers;
- Monitors the food service general email account, responds to general inquiries and distributes to appropriate central office personnel;
- Prepares memos and letters at the direction of the Director;
- 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;
- 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);
- Three (3) years of secretarial or general office experience OR an Associate's degree (or higher degree) in Accounting
- 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.

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

07.10.2023

**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);
- 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.

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

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

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 SMCPSS (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

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

FISCAL SECRETARY TRANSPORTATION

POSITION: Fiscal Secretary Transportation

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