

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:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**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
- Performs other related and nonrelated job duties as assigned

**QUALIFICATIONS:**

Required:

- High School Diploma or GED
- Three (3) years of experience as an administrative secretary
- Thorough working knowledge of office equipment, and technology, including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications
- 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

Preferred:

- Associate degree in business or related field

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 16.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024

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:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

**DUTIES AND RESPONSIBILITIES:**

- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, forms, etc., as required and maintains appropriate files
- Schedules appointments and arranges conferences
- Uses knowledge of office technology, including office equipment and software to complete tasks
- Prepares and maintains fiscal records including payroll, leave, operating office, and the utility budget
- Analyzes data from requisitions, invoices, and other reports for accuracy and completion by matching, reconciling, and verifying data with tracking software
- 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 prepares special reports and summaries, including Brightly Software (Energy Manager) and Energy Star Portfolio reports
- Screens incoming telephone calls; answers general inquiries and directs telephone calls to other school personnel
- Assists with scheduling, tracking, and verifying fuel delivery orders

- Assists with verification of utility invoices against a variety of contract pricing
- Assists with entering data into the utility tracking software for cost and consumption
- Assists with entering data into the capital improvement tracking software for analysis
- Assists with data analysis of State initiatives
- Reviews incoming mail, obtains, and attaches pertinent information, prioritizes, and routes to appropriate department personnel
- Maintains time records and computes 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
- Performs other related and nonrelated job duties as assigned

**QUALIFICATIONS:**

Required:

- High School Diploma or GED
- Three (3) years of experience as an administrative secretary
- Thorough working knowledge of office equipment and technology, including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications
- 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 purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position

Preferred:

- Associate Degree in business or related field

**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 – Range16.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Update 07.2024

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:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**DUTIES AND RESPONSIBILITIES:**

- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, and forms, as required and maintains appropriate files
- Prepares and maintain fiscal records
- Analyzes data from requisitions, invoices, and other reports for accuracy and completion by matching, reconciling, and verifying data with tracking software
- 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
- 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
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High school diploma or GED
- 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)
- 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 16

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024

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

**FISCAL SECRETARY – TITLE I GRANT FUNDED**

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

**REPORTS TO:** Chief of Equity, Engagement, and Early Access

**LOCATION:** 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 program 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:**

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours

**DUTIES AND RESPONSIBILITIES:**

- Provides support and assistance with fiscal processes and related procedures for Title I schools
- Provides and updates the Executive Director and Office Manager with important items such as budget reports; spreadsheets, purchase orders, etc.
- 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
- Conducts on-site follow up reviews of Title I fiscal operations for compliance with policies, regulations, laws, and audits upon direction
- 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 and 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
- Schedules appointments and arranges conferences
- Assists with other general office duties as needed relevant to Title I and related Title I programs
- Performs other related and nonrelated job duties as assigned

**QUALIFICATIONS:**

Required:

- High school or GED
- Four (4) years of secretarial or general office experience OR an Associate degree (or higher degree) in Accounting
- 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

**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 16.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Revised: 07.2024



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:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**DUTIES AND RESPONSIBILITIES:**

- Prepares and distributes correspondence, bulletins, reports, newsletters, brochures, agendas, and forms, as required and maintains appropriate files
- Schedules appointments and arranges conferences
- Prepares and maintain fiscal records
- Analyzes data from requisitions, invoices, and other reports for accuracy and completion by matching, reconciling, and verifying data with tracking software
- 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
- Coordinates and communicates with various departments and schools
- Communicates with parents, staff, bus drivers, bus contractors, and other necessary parties in a calm and respectable manner
- Updates and organizes files and folders such as Board of Education policies and regulations
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High school diploma or GED
- 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)
- 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:**

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**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024