



James T. DeWees
Sheriff

Unit Coordinator
Grade W6 – Non-Exempt
Starting Salary – \$41,538

General Duties:

The Unit Coordinator is the full-performance level of administrative support within the Sheriff's Office's Drug Task Force Unit. This position performs a variety of administrative, secretarial, clerical, and receptionist duties within the section. Regular contacts may be maintained with county and state government managers, judges, court employees, other law enforcement officials, elected officials and co-workers to receive and provide information. Work is performed with extensive independence, which is often time sensitive, and requires exactness.

This position must maintain confidential records, reports and criminal information along with sensitive records pertaining to drug investigations. This position also includes completing various accounting related tasks related to cases, monitoring expenditures, and completing statistical reports. Tasks require the following skills: complex problem solving, detailed planning and organizing, account maintenance, and report preparation.

Availability:

Monday through Friday 7:30 a.m. – 4:00 p.m. with ½ hour lunch

Eligibility:

- Must be a U.S. Citizen or a resident alien.
- Must be at least 18 years of age.
- Must possess a high school diploma or GED recognized by the State Board of Education.
- Must possess a valid driver's license.
- Must be able to read, write, and speak English.
- Must meet the minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at sheriff.carrollcountymd.gov / employment / hiring process).

Qualifications and Requirements:

- Minimum four years administrative support experience required
- Financial / Accounting experience required *
- Some college experience preferred
- Position requires extensive periods of sitting
- Position requires extended periods of computer-based tasks
- Position may require the ability to lift 30-50 pounds, as well as push, pull or move objects

*Comparable amount of training and experience may be substituted for the minimum qualifications

Essential Tasks:

- Assists supervisors with responsibilities in accordance with the Carroll County Sheriff's Office policies/procedures and applicable laws
- Prepares invoices, bills, requisitions, monthly reports, bank deposits, compliance reports, project status reports, etc. from various sources according to established procedures
- Maintains all records of expenses affiliated with multiple accounts
- Reconcile accounting workbooks with fiscal management system
- Establishes, organizes, and assures maintenance of all records management and filing systems
- Compiles statistics and data for various reports
- Provides administrative support for relevant committees, boards, commissions, assignments, and projects
- Screens and provides information in response to telephone inquiries
- Composes, prepares, and processes general and confidential correspondence
- Conducts research and prepares reports, surveys, and other complex documents
- Responds to questions regarding overall Sheriff's Office policies, procedures, and practices
- Communicates with managers, supervisors, citizens, and others, maintains confidentiality.
- Maintains strict confidentiality of sensitive information and data
- Communicates effectively and professionally with managers, supervisors, co-workers, allied agencies, courts, citizens, and others, providing information, making referrals, and assuring appropriate follow-through and/or resolution
- Performs any other related duty as assigned

Knowledge, Skills and Abilities:

- Knowledge of Microsoft Windows based computer programs to include Word, Excel, and Access
- Knowledge of general accounting practices
- Ability to understand Law Enforcement agency rules, regulations, and policies
- Ability to communicate effectively and professionally orally and in writing
- Ability to work with sensitive information and maintain confidentiality
- Ability to work independently with minimal supervision
- Ability to establish effective working relationships with other staff, governmental agencies, and general public
- Ability to exercise good judgement, courtesy, and tact in dealing with the general public to resolve problems
- Ability to multi-task, prioritize, and effectively and efficiently organize workload to complete tasks under pressure and meet varied deadlines
- Ability to maintain information for accountability of all required records
- Ability to obtain and maintain CN2 CJIS certification (if applicable to individual assignment)

Selection Process: The selection will be based on, but not limited to the candidates successfully completing the following steps:

- Completion of online Application
- Completion and review of Confidential Questionnaire and resumé
- Oral Interview Board
- Conditional Offer
- Polygraph Examination
- Background Investigation
- Physical/Medical Examination
- Final Command Review/Interview
- Final Job Offer

Request Procedure:

To be considered for this position, qualified candidates must complete and submit an employment application electronically through PoliceApp.com **no later than 11:59 p.m. on Thursday, June 30, 2022.** For more information about this position, please visit the employment page on our website at sheriff.carrollcountymd.gov

"One or more positions may be filled using this vacancy announcement"-

The Carroll County Sheriff's Office is an Equal Opportunity Employer