



CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

MAT PROGRAM COORDINATOR

Part Time Contractual Position (Grant Contingent)

Salary - \$20.00 per hour / 25 hours per week

GENERAL DUTIES:

This position is a civilian administrative position within the Administrative Services Bureau and provides support for the Sheriff's Office. This is a part-time, contractual position (grant contingent) budgeted for 25 hours a week. The MAT Program Coordinator position is responsible for coordinating grant related efforts, documenting payments and expenditures, following the grant administration process, preparing supporting documents and reports, updating grant databases, and preparing financial reports for the Medically Assisted Treatment (MAT) Program that is part of the Detention Center Operations.

AVAILABILITY:

Monday through Friday 7:00 a.m. – 12:00 p.m. or 8:00 a.m. – 1:00 p.m.

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 the English language
- 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](http://sheriff.carrollcountymd.gov/employment/hiringprocess))

QUALIFICATIONS AND REQUIREMENTS:

- Minimum two years administrative support experience required
- Associate degree / Bachelor's degree in field preferred*
- Prior grant experience preferred
- Financial/Accounting experience preferred
- Prior medical office experience preferred
- Preference may be given for experience in one or more of the following areas of work: law enforcement, criminal justice, corrections, or area related to specialization
- Proficiency in Microsoft Office Applications

- 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

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

ESSENTIAL TASKS:

- Manages and correlates data and reports related to the MAT program
- Completes grant reimbursement documents; ensures grant is submitted on time and within the application parameters
- Reconciles and approves expenditures and revenues related to the MAT program
- Monitors and reconciles grant and other budgets related to the MAT program; forecasts program expenditures
- Creates grant related and other reports for the MAT program
- Creates, verifies and submits all other related documents, forms, reports, summaries, and analyses as required for the MAT program and related grants / funding sources
- Coordinates accounting and financial tasks related to the MAT program
- Coordinates with County Payroll personnel and other departments as needed
- Coordinates work with Detention Center personnel and medical staff in the Detention Center
- Attends MAT program related meetings and calls
- Communicates and coordinates with CCSO Personnel and the County Grant's Office as well as other grant partners
- Maintains knowledge of grant funding policies, regulations, and procedures
- Seeks on-going training in specialization
- Performs any other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Microsoft Windows based computer programs to include Word, Excel, and Outlook, and Teams
- Knowledge of accounting standards and procedures
- Must have strong organizational skills and time management skills
- Must be detail oriented and precise
- Must be self-directed with good interpersonal skills and strong work ethic
- Ability to understand laws, rules, regulations, and procedures governing the area of assignment as well as understand Law Enforcement agency rules, regulations, and policies
- Ability to study and understand programs and funding requirements of organization
- Ability to solve complex problems with many variables
- Ability to interpret financial data
- Ability to effectively organize, plan, and prioritize tasks to meet varied deadlines
- Ability to work independently with minimal supervision

- Ability to succeed in a team environment
- Ability to exercise sound judgment and respond with tact, understanding, diplomacy, fairness, and firmness
- Ability to maintain a high level of confidentiality while managing sensitive information
- Ability to establish effective working relationships with other staff, governmental / allied agencies, and public

SELECTION PROCESS:

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

- Application
- Integrity Questionnaire
- Review of Resume
- Oral Interview
- Completion and review of Confidential Questionnaire
- 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 and employment application electronically through **PoliceApp.com no later than 11:59 p.m. on Thursday, August 8, 2024.** For more information about this position visit 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