



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PART-TIME OFFICE ASSOCIATE I

Division: Corrections
Section: Administrative Services
Pay Grade: 1D
FLSA Status: Non-Exempt
Classification: Part-Time
Updated On: July 2024

JOB SUMMARY

This **part-time** position provides a variety of secretarial, clerical, and administrative support services relative to the operation of the Administration Section, Corrections Division, Charles County Detention Center (CCDC). Assignments are carried out in accordance with general work instructions and established office practices and procedures. The employee receives general supervision from, and reports directly to, the **Administrative Supervisor, Corrections Division**. Work is evaluated through observations, conferences, and reports.

ESSENTIAL JOB FUNCTIONS

- Receives, sorts, screens, and accurately enters appropriate information concerning mail into the Text Behind database and Maryland Commission on Correctional Standards.
- Answers telephone calls, determine the purpose of the call, provide assistance or solution, forward to the appropriate department, or take an accurate message.
- Screens professional visitors by checking credentials, enter appropriate information into the electronic log, and issue proper visitor pass. Upon completion of visit, ensure visitors are properly signed out.
- Processes money orders, funds, and related reports.
- Processes online deposits, weekender fees, and ATM kiosk machine monies.
- Respond to incarcerated individual request forms.
- Assists Property Officer with the distribution and receipt of property exchange for incarcerated individuals.
- Prepares and maintains records of weekly deposit to bank for funds received for incarcerated individuals cash accounts.
- Provides clerical support to the Deputy Director.

- Attends and participates in training sessions and other meetings, as required.
- Processes incoming and outgoing mail for detention center offices.
- Prepares and maintains Master Lists of facility equipment.
- Downloads electronic logs and reports.
- Compose, revise, and maintain forms used throughout the facility as required.
- Provides clerical support to the Commander of Standards.
- Submit requisitions for equipment and supplies.
- Assist in updating and maintaining the CCDC Handbook.
- Assists Commander of Standards with the review of facility logs.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED).

Licenses or Certifications:

- Must possess a valid driver's license.

Special Requirements/Qualifications:

- Must pass a typing test with a minimum speed of 25 words per minute.
- Must pass various computer skills tests, to include spelling, grammar, and data entry tests.
- Must pass various computer skills tests.
- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- Must work on site and able to work varying hours as needed.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Knowledge of business English, spelling, and punctuation.
- Knowledge in the use of office equipment such as a calculator, computer, fax, and copy machines.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone.
- Ability to utilize a high level of discretion, good judgement, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to perform routine typing, filing and other clerical duties in accordance with standard, prescribed agency practices and procedures.
- Ability to organize and determine priorities of diverse assignments.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to maintain composure and work effectively in situations of on the job pressure.

- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

PHYSICAL DEMANDS

The work is sedentary with frequent periods of sitting for prolonged periods of time, answering the telephone, and operating computer equipment. Must be able to read computer screens and be able to distinguish colors; climb a step stool or stoop down to reach file drawers just above or below arm level; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

WORK ENVIRONMENT

Work is performed primarily in an office setting with frequent interruptions.