

ATTENTION:



The Charles County Sheriff's Office



Is now accepting applications for Quartermaster Salary: \$55,080

This is a non-critical, supervisory position responsible for the supply of Agency authorized uniforms, equipment, and supplies and involves planning, assigning, disciplining, assisting, and appraising the work of assigned personnel. The employee is responsible for managing the distribution, storage, control and disposal of uniforms, related clothing issues, and office supplies in a manner consistent with Agency policy.

REQUIREMENTS:

- Associates Degree in Business Administration or related field.
- Two (2) years of experience in governmental purchasing and inventory procedures.
- Five (5) years in customer service and administrative duties.
- Knowledge of generally accepted accounting principles and practices (GAAP).
- Knowledge of supervisory and management techniques.
- Ability to lift 40 pounds and carry short distances up or down stairs without assistance.
- Ability to maintain a high level of accuracy in assigned tasks.
- Possess thorough knowledge of business English, spelling, and punctuation.
- Ability to write, compose, and develop documents, manuals, and other literature.
- Ability to utilize a high level of discretion, good judgment and confidentiality.
- Possess a valid driver's license.
- Ability to pass a comprehensive background investigation.
- Ability to pass random drug testing.

BENEFITS:

Comprehensive Benefits Package

APPLICATIONS AVAILABLE AT:

Administrative Headquarters Building: 6915 Crain Highway, La Plata, MD

District I Station: 6855 Crain Highway, La Plata, MD

District II Station: 3145 Marshall Hall Rd., Bryans Road, MD

District III Station: 3670 Leonardtown Rd., Waldorf, MD

Online at: www.ccsso.ms

Closing Date: Thursday, July 2, 2015 by 4:00 p.m.

Please submit resume with completed application to:

Human Resources, PO Box 189, La Plata, MD 20646 or by fax at 301-609-6420

For more information call: (301) 609-6417

AN EQUAL OPPORTUNITY EMPLOYER