



CHARLES COUNTY SHERIFF'S OFFICE STATION CLERK

Salary: \$32,747

REQUIREMENTS:

- 18 years of age or older at time of employment
- High School Diploma or equivalent; must be recognized by the State of Maryland, Department of Education
- United States Citizen
- Pass a typing test of 25 words per minute, and various computer skills tests to include spelling, grammar, data entry, and 10 key tests
- Ability to be certified under the Criminal Justice Information System (CJIS) Certification Program for access into State and Federal computer networks
- Working knowledge of names and locations of roads, buildings, and other landmarks in Charles County
- Ability to work rotating shifts including weekends and holidays
- Must possess interpersonal skills and have the ability to work well with others
- Ability to utilize a high level of discretion, good judgment, and confidentiality
- Ability to pass random drug testing
- Ability to pass a comprehensive background investigation

BENEFITS:

- Comprehensive benefits package to include:
- Shift Differential (financial compensation)
- Annual, holiday, and sick leave
- Tuition reimbursement program for non-probationary employees for work related college courses
- Participation in health/hospitalization, dental, prescription and optical plans
- Deferred Compensation Plan
- Life Insurance

For further information call (301) 609-3903 or (301) 609-6417

AN EQUAL OPPORTUNITY EMPLOYER