



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.

AFTER SCHOOL PROGRAM COORDINATOR PART TIME

Division:	Special operations Division
Section:	Community Services Section
Pay Grade:	1E
FLSA Status:	Non-Exempt
Classification:	Part-Time
Updated on:	August 2022

JOB SUMMARY

This **part-time** position provides a variety of clerical and administrative support services relative to the operation of the Community Services Section. Assignments are carried out in accordance with general work instructions and established office practices and procedures. The employee receives supervision from, and reports directly to, the **Commander, Community Services Section**.

ESSENTIAL JOB FUNCTIONS

- Provides clerical and administrative support to the Community Services Section and the School Resources Section, and other division sections/units, as assigned.
- Types and distributes various correspondence, reports, letters, memos, etc., for the assigned sections.
- Answers incoming phone calls, determines purpose of call, and forwards to appropriate personnel or take accurate messages.
- Maintains files for various reports, documents, etc.
- Maintains a computer and written file of all After School Program Statistics.
- Works on special assignments, as needed.
- Attends and participates in meetings and training sessions, as required.
- Performs other related job duties as assigned.
- Plans and executes activities during program hours involving youth participants
- Maintains schedules of officers working overtime assignment
- Coordinates directly with CCPS staff, to include food services, counseling, and principal.
- Interacts with parents, to include registration process for youth participants.
- Keeps attendance during each program day of attendees.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED). One (1) year of secretarial experience and computer terminal operation experience. Experience working with youth preferred.

Licenses or Certifications:

- Must possess a valid driver's license.

Special Requirements/Qualifications:

- Must pass a typing test at a minimum speed of 25 words per minute.
- Must pass various computer skills tests, to include spelling, grammar, and data entry 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.
- May be required to work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

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 office practices, procedures, and equipment.
- Knowledge of business English, spelling, and punctuation.
- Knowledge in the use of office equipment such as a typewriter, 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 enter and retrieve data in computer systems.
- Ability to code, categorize, and file records and other materials.
- Ability to arrive at effective decisions for routine situations.
- 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 organize and determine priorities of diverse assignments.
- Ability to write, compose, and develop documents, manuals, and other literature.
- Ability to compose and type accurately and with reasonable speed, a variety of correspondence, reports and other materials from rough draft or handwritten copy.
- Ability to perform a variety of secretarial assignments requiring considerable accuracy.
- Ability to accurately proofread reports and correspondence.
- Ability to assimilate information from a variety of resources.
- Ability to analyze, evaluate, and select, often with limited information, the best course of action.
- Ability to read and comprehend various documents.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to maintain professional decorum at all times.

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

PHYSICAL DEMANDS

The work requires, during program hours for employee to be on their feet, walking, interacting with youth in physical activity, such as basketball, and walking from one location to another. During non-program hours the position is sedentary with employees setting and using computers and phones.

WORK ENVIRONMENT

Work is performed primarily in a school setting with frequent interruptions. During non-program hours the position operates remotely.