



Colonel Richard L. Hart Jr.
Chief Deputy

James T. DeWees
Sheriff

Office of the Sheriff
Carroll County, Maryland
100 North Court Street
Westminster, Maryland 21157
TTY: 711/800-735-2258



Colonel Dennis A. Strine
Warden

Unit Coordinator
Grade: W6 – Non-Exempt
Starting Salary - \$38,231 / \$18.38 hourly

General Duties:

The Unit Coordinator is the full-performance level of administrative support within the Sheriff's Office's Carroll County Advocacy and Investigation Center. This position performs a variety of administrative, secretarial, clerical, and receptionist duties within the section. Regular contacts may be maintained with county and state government managers, judges, court employees, other law enforcement officials, elected officials, co-workers, citizens, media employees at all levels, and with general public to receive and provide information. Work is performed with extensive independence, which is often time sensitive, and requires exactness. This position must maintain confidential records, reports and criminal information pertaining to children being physically and sexually abused along with sensitive records pertaining to Rape Investigations. This position also includes conducting various grants management tasks such as submission of application, documenting statistics, monitoring grant expenditures, and completing grant related reports. Tasks require the following skills: complex problem solving, detailed planning and organizing, account maintenance, and report preparation.

Availability: Monday through Friday 7:30 a.m. – 4:00 p.m. with ½ hour lunch

Eligibility:

- Must be a U.S. citizen
- Must be at least 18 years of age
- Must possess a High school Diploma or G.E.D certificate
- Must possess a valid driver's license
- Must be able to read, write and speak English
- Must meet minimum requirements set forth by the Carroll County Sheriff's office (please visit our website at www.carrollcountysheriff.com/employment/hiringprocess)

Minimum Qualifications and Requirements:

- Minimum four years administrative support experience required
- Some college experience preferred
- Grant Management experience preferred
- Position requires extensive periods of sitting

SHERIFF SERVICES

Phone: (410) 386-2900
Toll Free: (888) 302-8924
Fax: (410) 876-1152



DETENTION CENTER

Phone: (410) 386-2628
Toll Free: (888) 302-8826
Fax: (410) 857-1509

- 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:

- Assists supervisors with responsibilities in accordance with the Carroll County Sheriff's Office policies/procedures and applicable laws
- Establishes, organizes, and assures maintenance of all records management and filing systems
- Provides administrative support for relevant committees, boards, commissions, assignments, and projects
- Completes grant applications and submit reimbursement requests as required
- Compiles statistics and data for grant reports; maintains records for county and grant budget expenditures
- Maintains all records of expenses regarding trainings, supplies, and equipment affiliated with multiple grants
- Enters data and other information into tracking databases as required
- Screens and provides information in response to telephone inquiries
- Composes, prepares, and processes general and confidential correspondence
- Conducts research and prepares reports, surveys, and other complex documents
- Prepares invoices, bills, requisitions, monthly reports, bank deposits, compliance reports, project status reports, etc. from various sources according to established procedures
- Responds to questions regarding overall Sheriff's Office policies, procedures, and practices
- Provides service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
- Communicates with managers, supervisors, citizens, media, and others, maintains confidentiality.
- Maintains strict confidentiality of sensitive information and data
- Communicates effectively with managers, supervisors, co-workers, allied agencies, courts, citizens, and others, providing information, making referrals, and assuring appropriate follow-through and/or resolution
- Assists with accreditation process as needed
- Performs any other related duty as assigned

Knowledge, Skills, and Abilities:

- Knowledge of Microsoft Windows based computer programs to include Word, Excel, and Access
- Ability to understand Law Enforcement agency rules, regulations, and policies
- Ability to understand the National Children's Alliance Standards for Accreditation
- Ability to communicate effectively orally and in writing
- Ability to read and interpret police reports
- Ability to work in a team environment, and also independently with minimal supervision
- Ability to establish effective working relationships with other staff, governmental agencies, and general public
- Ability to exercise good judgement, courtesy, and tact in dealing with the general public to resolve problems
- Ability to multi-task, prioritize, and effectively and efficiently organize workload to complete tasks under pressure
- Ability to maintain information for accountability of all required records

Selection Process:

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

- Completion of online Application
- Completion and review of Confidential Questionnaire and resume
- Oral Interview Board
- 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 an employment application electronically through [PoliceApp.com](https://www.policeapp.com). **Applications must be submitted no later than 11:59 p.m. on Thursday, April 21, 2022.** For more information about the hiring process, and to view a list of our disqualifiers, 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