

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Fiscal Technician
Public Safety/Emergency Communications

An Equal Opportunity Employer

Fiscal Technician – Public Safety/Emergency Communications

\$22,589 annually (\$18.10 hourly), 24 hours per week, contractual position

Hours are flexible, but are typically Monday through Thursday from 8:30 am – 3:00 pm

Apply by 5:00 pm on Tuesday, April 19, 2022

The Department of Public Safety – Emergency Communications Center is seeking an ambitious, motivated, customer service-oriented individual to join our team as a contractual Fiscal Technician.

As the Fiscal Technician, you will assist in the fiscal and administrative operations of the agency including preparing and submitting necessary forms and documents, managing and updating spreadsheets, reviewing and recommending updates to processes and procedures, preparing reports and correspondence and scheduling meetings.

The ideal candidate for this opportunity will have strong customer service skills, experience handling revenue and expenses for a government agency and be adept at working with spreadsheets and other Office 365 programs.

See next page for the full job description

Qualifications:

1. High school diploma or GED
2. One year related customer service experiencing in bookkeeping or accounting*
3. Type at no less than 30 words per minute
4. Requires criminal background check as condition of employment

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ 40 hours of paid time off

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 03/29/2022
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The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.

EMERGENCY COMMUNICATIONS FISCAL TECHNICIAN

GENERAL RESPONSIBILITIES

Performs fiscal and clerical duties associated with Emergency Communications functions of the Department of Public Safety, in accordance with Federal, State and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Prepare and process payment vouchers, purchase requisitions, work orders, travel authorizations and other documents
2. Study and standardize procedures to improve efficiency and assure fiscal compliance
3. Maintain and process reimbursement requests in coordination with other county/state agencies
4. Perform quality control by reviewing Financial Management System (FMS) records to monitor and assure compliance
5. Prepare and review agency correspondence and statistical reports
6. Coordinate and schedule agency meetings
7. Participate in work groups and meetings; provide information and updates as available
8. Perform related duties as to specific assignments
9. Any employee may be identified as Essential Personnel during emergency situations
10. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution.
11. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
2. One year related customer service experience in bookkeeping or accounting*

*A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Type at no less than 30 wpm
2. Read and comprehend information, policies, procedures, documents and governmental regulations
3. Respond to inquiries or complaints from employees, citizens, members of the community or regulatory agencies
4. Write reports, business correspondence, and procedure manuals
5. Ability to follow detailed written and oral instructions
6. Maintain accurate records and organize financial data
7. Define problems, collect data, establish facts and draw valid conclusions
8. Work with detail, problem solve and communicate problems
9. Demonstrate proficiency with computer software programs and/or other applications

CERTIFICATES, LICENSES, REGISTRATIONS

1. Requires criminal background check as condition of employment