

## Worcester County State's Attorney's Office Job Opportunities

**DEPARTMENT:** OFFICE OF THE STATE'S ATTORNEY

**JOB TITLE:** ADMINISTRATIVE SERVICES COORDINATOR

**COMPENSATION:** GRADE 14 /STEP 1 \$20.91 HOURLY/\$43,493 ANNUALLY-  
GRADE 14 /STEP 10 \$25.85 HOURLY/\$53,768 ANNUALLY  
\*SALARY IS COMMENSURATE WITH EXPERIENCE

**WORK LOCATION:** OFFICE OF THE STATE'S ATTORNEY, 106 FRANKLIN ST. SNOW  
HILL, MD 21863

**WORK SCHEDULE:** MONDAY TO FRIDAY, 8:30AM -4:30PM

**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** The Administrative Services Coordinator is a highly skilled position which will provide direct support and executive assistance to the State's Attorney, as well as coordinate general office administrative operations, both inter-agency and internally. The Administrative Services Coordinator will report directly to the State's Attorney.

### **GENERAL REQUIREMENTS:**

- Pre-employment background check
- Essential personnel and subject to emergency call-back with little or no notice

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- HR Liaison
  - Assist the State's Attorney in the hiring process
  - Assist staff with payroll and submission of time sheets
  - Coordinate mandated performance evaluations and staff meetings
  - Assist with all HR needs at the pleasure of the State's Attorney
- IT Liaison
  - Assist staff with computer needs as necessary
  - Submit IT Help Desk Tickets as needed by staff
  - Assist with all IT needs at the pleasure of the State's Attorney
- Budget Liaison
  - Assist the State's Attorney in yearly County budget process
  - Coordinate with County Administration to submit budget documentation
  - Evaluate and address budgetary concerns of the State's Attorney by consistently monitoring all contracts and expenditures of the Office
  - Assist with the annual budget formulation and presentation
  - Assist with the budget at the pleasure of the State's Attorney

- Finance Liaison
  - Responsible for submitting accounts receivable and accounts payable
  - Responsible for entering invoices into New World
  - Responsible for grant funding reporting requirements, data and statistics, and submitting grant reimbursement requests
  - Assist with Office finances at the pleasure of the State's Attorney
- Policies and Procedures Liaison
  - Assist with the creation, maintenance and updating of policies and procedures
  - Assist with policies and procedures at the pleasure of the State's Attorney
- Supplies Coordinator
  - Conduct regular inventory of office supplies, vehicles and equipment
  - Order, maintain, issue and replace and track supplies, uniforms and equipment
  - Bid out and research the best quality and priced supplies, uniforms, equipment
  - Conduct other office management activities as directed by the State's Attorney
- Website/Social Media/Meeting Support
  - Maintain and consistently update all internal Office forms and case management system
  - Assist in creating visual aids, manuals, handbooks, press releases etc.
  - Update and maintain the Office's website
  - Update and maintain the Office's social media accounts
  - Assist in preparing for community events, public appearances and court appearances
- Completes assigned tasks accurately and by established deadlines
- Cross trains and backs up other staff as needed
- Establishes and maintains pleasant working relationships with co-workers, elected and appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures, training, fire drills, COOP plans, etc., and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres, supports, and enforces Worcester County Government Personnel Rules & Regulations
- Perform other duties as assigned by the State's Attorney

**QUALIFICATIONS AND SKILLS :**

- Prior experience working in the criminal justice system or working in a law firm preferred
- Prior experience using MDEC, Maryland Courts' Electronic Filing system preferred
- Prior experience in accounting/bookkeeping preferred
- Ability to learn and adapt to new technology quickly and without frequent instruction

- Excellent research skills
- Must possess a valid Maryland driver's license
- Advanced internet, social media, email, software and database systems experience
- Advanced ability to write policies, contracts, speeches, formal presentations, technical legal documents, grants and correspondence
- Excellent communication skills and attention to detail
- Creative thinker and pro-active problem solver
- Ability to anticipate future needs of the Office and operate autonomously and without frequent instruction
- Ability to work quickly to meet strict deadlines
- Ability to work in a busy office environment

**Safety Analysis:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 20 lbs. No known significant hazard risk.

## **Worcester County Government Benefits Information**

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.