

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1412	ADMINISTRATIVE TECHNICIAN	Performs senior secretarial or routine paralegal work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves independent and confidential secretarial work as the appointed secretary to <b>[[the County Solicitor or]]</b> a Circuit Court Judge; or work may involve writing briefs, conducting research and providing other paralegal support to a legal staff.	Associate Degree	3 years	Certification by the American Bar Association	N
1411	ADMINISTRATIVE AIDE	Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves administrative support, technical tasks and secretarial work assisting legal staff or an executive level government official. Applies bookkeeping, accounting and data processing principles to accounting and financial record keeping and reporting systems at the advanced technical level. Work at this level may also include independent responsibility for a significant administrative or clerical process.	Associate Degree	2 Years	<b>[[Certified typing score of 50 WPM]]</b>	N
1409	ADMINISTRATIVE SUPPORT TECH III	Performs advanced technical level administrative support work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically involves performing responsible clerical and secretarial work essential to the successful operation of a specialized function. Work may also include supervision of data entry staff and coordination and work scheduling of the data entry function. Work at this level may also include independent responsibility for a moderately complex clerical process.	High School Diploma or GED	4 Years	<b>[[Certified typing score of 50 WPM]]</b> MILES/NCIC Authorization	N

1407	ADMINISTRATIVE SUPPORT TECH II	Performs intermediate technical level administrative support work under general supervision from an administrative or technical superior. Work typically involves performing clerical and secretarial work, such as data entry and document management, file maintenance of secure and confidential records, and public contact and service. Work may also include accounting clerical tasks such as bookkeeping, keeping of financial and other important records; preparing vouchers for payment; documenting and depositing cash receipts; and controlling, recording, and storing data. Work at this level may also include independent responsibility for a routine clerical process.	High School Diploma or GED	3 Years	[[Certified typing score of 50 WPM]] MILES/NCIC Authorization	N
1405 *	ADMINISTRATIVE SUPPORT TECH I	Performs technical level administrative support work under general supervision from an administrative or technical superior. Work typically involves performing skilled clerical, stenographic, and typing tasks but may also include determination of weights at a sanitary landfill; collecting fees; operating scales and cash registers; keeping records of materials and money received; and performing routine clerical tasks in an accounting environment.	High School Diploma or GED	2 Years	Must meet Howard County Government's bonding requirements [[Certified typing score of 40 WPM]]	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2118	POLICE SERVICES SUPPORT SPECIALIST	Performs intermediate professional level [[forensic chemistry]] <b>INVESTIGATIVE SUPPORT</b> work which may include supervisory responsibility. <b>WORK MAY INCLUDE</b> [[Performs]] chemical testing, analysis and determination of unknown substances in support of criminal investigations; <b>ANALYSIS OF TRAFFIC AND CRIMINAL INTELLIGENCE INFORMATION; PREPARING, GIVING AND INTERPRETING POLYGRAPH EXAMINATIONS.</b> [[Maintains laboratory and chain of custody protocol.]] May testify as an expert witness.	Bachelor Degree	1 Year	Cert. by the MD ST Dept of Health and Mental Hygiene to perform tests in accordance W/COMAR 10.10.09 MILES/NCIC Authorization	E
2117	POLICE SERVICES SUPPORT SUPERVISOR II	Performs supervisory level and advanced police services support work under general supervision from an administrative or technical superior. Work includes responsibility for a [[24-hour police records operation]] <b>POLICE RECORDS SHIFT</b> and for all [[division]] personnel, equipment and criminal records, incident and accident reports, and reproduction services for the department.	Associate Degree	3 Years	N/A	E

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7762	Police Officer (Probationary)	This is public protection/community service work at the trainee and probationary level. Recruits learn basic police methods, legal requirements for the prevention, detection and investigation of offenses and other irregularities and methods for the apprehension and prosecution of offenders. An employee in this class attends a Police Academy and must satisfactorily complete the prescribed courses of academy classroom instruction and Howard County field training. Police Officer (Probationary) is a trainee and probationary class for eighteen months. Employees who do not perform satisfactorily may be terminated at any time by the Chief of Police; employees who satisfactorily complete the probationary period shall be classified as Police Officers. Contacts with others are frequent, including contact with public, members of the police department and personnel of other government agencies.	An Associates Degree or a minimum sixty (60) college credits from an accredited college or university. No experience equivalency except that two years actively engaged in military service <b>OR POLICE SERVICE</b> may be substituted for the required education on a year for year basis.	Minimum age of 21 years prior to the announced date of the swearing in ceremony associated with completion of the training academy	CLASS C Maryland Driver's License or equivalent issued by state of residence.	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2127	POLICE MAJOR	<p>Performs advanced administrative police operations work under executive level direction from the Chief of Police. Work includes operating a significant group of Departmental units and personnel, such as administrative services or field operations; assists in establishing Departmental policies, goals and objectives; and has primary responsibility for ensuring that these policies, goals and objectives are implemented in an effective and efficient manner. Work also includes budgetary and fiscal responsibility over a significant number of Departmental activities.</p>	<p>Bachelor Degree (NO EXPERIENCE OR CREDIT EQUIVALENCY)  Graduation from the Supervisory and Admin. courses mandated by the MD Police Training Commission or equivalent courses  Graduation from a recognized program of police admin. and mgmt (e.g., National FBI Academy)</p>	<p>Satisfactory performance at the level of Howard County Police Captain for at least 1 year  3 years admin. and mgmt. experience</p>	<p>Basic law enforcement training as issued by a Maryland Law Enforcement Agency  Class C Maryland Driver's License</p>	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2125	POLICE CAPTAIN	Performs mid-management level and advanced police operations work under administrative direction. Work includes responsibility for the efficient operation of a major division typically comprised of several sections or a high level administrative position within the Police Department; and assisting in formulating and implementing Departmental goals and objectives. Work also includes being responsible for a significant segment of the Department's personnel, property, equipment and budget.	Bachelor Degree (NO EXPERIENCE OR CREDIT EQUIVALENCY) Graduation from both the Supervisory and Admin. courses mandated by the MD Police Training Commission or equivalent courses	Satisfactory performance within the grade of Police Lieutenant for at least 1 year	Basic Law enforcement training as issued by a MD law enforcement agency Class C MD Driver's License	E
2301	EMERGENCY COMMUNICATIONS OPERATOR	Performs technical level emergency communications under general supervision from a technical superior. Work includes receiving, routing and transmitting information on both an emergency and non-emergency basis via telephone, radio, teletype, computer terminal and other communications equipment or performing emergency dispatch work at the trainee level during a one year probationary period.	High School Diploma or GED	0 years Must pass a criminal background check Must be able to type at a rate of [[25]] 40 WPM	Miles/NCIC AUTHORIZATION EMD CPR Hazmat Awareness MD Emergency Telecommunications Specialist	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./ Cert.	FLSA
1403 *	OFFICE ASSISTANT II	Performs administrative support work under general supervision from an administrative or technical superior. Work may include organizing, storing and maintaining records and books; processing mail; transcribing data using data entry and verifying equipment; and a variety of clerical and manual tasks [, such as carrying mail, messages, documents, and other materials]]; preparing materials for mailing; and operating automotive equipment.	High School Diploma or GED	1 Year	Class C Driver's License MILES/NCIC Authorization	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./ Cert.	FLSA
5127	NATURAL RESOURCE PROGRAM MANAGER II	Performs mid management and advanced level natural resources work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work may include developing natural resource management plans, managing natural resource field operations and regulation implementation and compliance. Work may also include providing technical direction related to natural resource/ecosystem management, developing natural resource policies and procedures, and overseeing county-wide deer, [[or]]-other wildlife management OR EDUCATIONAL programs.	Bachelor Degree	2 years	N/A	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./ Cert.	FLSA
5212	HUMAN SERVICES SUPERVISOR	Performs advanced professional level human services work, which [[may include]] <b>INCLUDES</b> supervisory responsibility, under general supervision from a senior manager. Work typically includes supervision of a Division within the Department Community Resources and Services providing a major grouping of citizen services involving multiple sites, such as senior centers, or providing guided access to a broad array of supportive social and health services and resources for target populations. Work may also include negotiating and administering grants; preparing budgets; designing instruments for use in data gathering; and contacts with public, health, and social service agencies in support of programs.	Bachelor Degree	4 yrs.	N/A	E