

## **Administrative Secretary I Office of Grants, Policy and Strategy**

*This position closes **September 17, 2021***

*A completed application includes proof of education, three supervisory references, a cover letter and a resume. Current HCPSS employees must submit at least one reference from a current supervisor by the closing date.*

*Applicants must submit all required materials by the closing date.*

The Howard County Public School System is one of the top school systems in the state of Maryland and the nation. Serving over 59,000 students, our mission is to ensure academic success and social emotional well-being for each student in an inclusive and nurturing environment that closes opportunity gaps.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>

### **Description:**

This is a secretarial position of an administrative nature, involving responsibility for general departmental management. Employees in this class perform a variety of complex secretarial/clerical, and administrative duties requiring comprehensive knowledge of the departmental program. The administrative secretary exercises independent judgment and action, including making frequent decisions in accordance with delegated responsibilities from assigned supervisor. Primary emphasis is placed upon relieving the supervisor of administrative details by preparing considerable correspondence, compiling and summarizing data into concise form and by preparation of reports. An employee in this class receives guidance from a supervisor and is expected to exercise considerable tact, discretion, and judgment. The employee may be required to train and supervise other clerical personnel. Performance is evaluated periodically. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

### **Essential Job Functions:**

- Performs experienced level secretarial tasks of a confidential nature including but not limited to producing letters, reports, memorandums, etc. via the computer; makes photocopies, files, distributes mail, etc.
- Communicates in a positive and effective manner with staff, students, co-workers, parents and/or visitors
- Answers telephone communications and record messages

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

**Examples of Work:**

- Composes letters, memorandum, develops charts, graphs, and diagrams
- Answers telephone, takes messages and answers inquiries within assigned scope of responsibility
- Schedules appointments, maintains calendar, allocates supervisor's time
- Schedule meetings and reserve rooms for meetings
- Distributes mail
- Prepares materials for workshops, conferences, meetings, duplicates/collates
- Maintains files and financial records
- Transcribes dictation
- Prepares and expedites purchase orders and direct payments, etc.
- Maintains attendance reports, leave records, trip records and logs
- Proofreads and edits
- Prepares reports
- Maintains and processes forms
- Assists with the preparation, calculation, and execution of the budget
- Orders, distributes, and keeps an inventory of supplies

**Minimum Qualifications:**

Five years of clerical/secretarial experience, with a minimum of two years at the level of secretary OR A.A. Degree in Secretarial Science and three years of clerical/secretarial experience, two years of which must have been at the level of Secretary.

**Applicants must meet all of the qualifications listed herein, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.**

**Education:**

High school diploma or equivalent.

Proof of education must be uploaded to the application. Foreign credentials must be evaluated as equivalent to U.S. high school diploma or above and the evaluation uploaded to the application.

**Required Knowledge, Skills and Abilities:**

- Maintain a high level of confidentiality
- Manage an office, supervise and train other office personnel
- Communicate clearly and concisely in both written and oral form
- Perform clerical and administrative tasks quickly and accurately
- Coordinate daily activities and/or schedule

- Work independently and organize complex clerical tasks
- Ability to be flexible and adaptable in a variety of situations
- Excellent copy editing and proofreading skills
- Remain calm under trying circumstances and work with frequent interruptions
- Maintain various organizational systems needed at the school or department
- Maintain efficient office procedures and a system for keeping track of requested actions and reports
- Type from rough draft and keyboard at an efficient rate of speed
- Meet strict timelines and perform multiple tasks
- Work harmoniously with individuals and groups of employees
- Maintain financial records and make basic math computations quickly and accurately
- Skill and knowledge in the operation, use and care of office equipment
- Knowledge of business English, spelling, punctuation and grammar
- Knowledge and proficiency in the use of technology (i.e. computers, word processing, database spreadsheet programs and power point)
- Accomplish work responsibilities with minimum supervision
- Knowledge and ability of record keeping methods, keyboarding and preparation of correspondence
- Knowledge of the functions of the various parts of the assigned department
- Knowledge of alphanumeric filing systems, inventory control methods and methods commonly used in the training for acquiring clerical skills.

**Other Desirable Qualifications:**

- Experience with Microsoft Office database applications.
- Experience working in a school setting.
- Knowledge of G Suite, Canvas, Microsoft Office Tools, and Microsoft Office Teams
- Familiarity with the structure and format of HCPSS Policies and Procedures
- Experience communicating with HCPSS community members and leaders

**Salary:**

This is a 12 month, Grade 10 position on the HCEA-ESP Secretaries and Assistants salary scale (<https://www.hcpss.org/f/employment/esp-agreement.pdf>) \$18.61 to \$34.24 per hour. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

**Application:**

A complete online application and all application materials, including **three** reference surveys from current or previous **supervisors**, must be submitted by the closing date to be considered. Personal references or references from co-workers, peers or colleagues cannot be considered.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript (**must be scanned and uploaded to the application**)
- Letter of Introduction and resume

For questions regarding this vacancy, please contact:

Laurie Watts  
Recruitment Specialist  
Office of Human Resources  
(410) 313-1521  
[Laurie\\_Watts@hcpss.org](mailto:Laurie_Watts@hcpss.org)

**Additional Information:**

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

**Only applicants who submit all of the requested information and references by the closing date of the vacancy will be considered for this position.**

***Equal Opportunity Employer***

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.