

## **Middle School Data Clerk**

*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.*

*Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.*

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

### **Description:**

This is work of a confidential nature. This individual works under the general supervision of the Principal or designee and will assist with local and state mandated student accountability and assessment. This individual is responsible for all matters related to student grade reporting.

### **Essential Job Functions:**

- Assists with the coordination of the local and state student accountability program
- Performs computer-based tasks including but not limited to maintaining and controlling student scheduling, grade reporting and local and state assessments
- Performs general clerical duties
- Answers telephone communications and record messages
- Communicates in a positive and effective manner with staff, students, parents and/or visitors.

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.

### **Minimum Qualifications:**

Three years of general office experience of a clerical nature OR an associates degree or equivalent may be substituted for the required work experience.

**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

**Preferred Qualifications:**

- Ability to maintain confidentiality
- Ability to give attention to detail
- Ability to analyze data, determine inconsistencies, resolve data discrepancies
- Ability to work independently
- Knowledge of office management techniques, business English, initiating and transmitting correspondence
- Knowledge of record keeping policies and procedures, business arithmetic and calculation of percentages
- Ability to make basic math computations quickly and accurately
- Strong human relations skills
- Ability to communicate effectively, both orally and in writing, with school administrators, central office personnel, faculty, staff, parents, students and the community
- Ability to type from rough draft at a moderate rate of speed
- Knowledge in the use, operation and care of computers and other office equipment
- Ability to coordinate daily activities or schedule
- Ability to be flexible and adaptable in a variety of situations and remain calm under trying circumstances
- Ability to work with frequent interruptions
- Ability to maintain various organizational systems needed at the school
- Ability to maintain efficient office procedures and a system for keeping track of requested actions and reports
- Ability to be able to meet timelines and perform multiple tasks

**Salary:**

This is a 10 month, Grade 8 position on the HCEA-ESP Secretaries and Assistants salary scale (<https://www.hcpss.org/f/employment/esp-agreement.pdf>) \$17.64 to \$31.75 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, must be submitted by the closing date to 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)

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 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.