

Secretary – Custodial Services

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Manager of Custodial Services, the Secretary supports the Office of Custodial Services. The Secretary provides secretarial service, uses independent judgment and action relieving the Office of Custodial Services of clerical duties. An employee at this level is expected to exercise tact, discretion, and judgment in all areas of work.

ESSENTIAL POSITION RESPONSIBILITIES

- Provides secretarial and clerical support to the Manager of Custodial Services and staff
- Schedules meetings and maintains the calendar for the Manager and/or Assistant Managers
- Prepares, proofreads, edits, and distributes correspondence, memoranda, charts, and reports
- Supports 400 plus Custodial staff members, 1 Manager, 4 Assistant Managers and a Training Specialist daily
- Communicates with Trash and Recycle Company for missed school pickups and repair/replace to all dumpsters
- Maintains staff database to include new hires, retirements and resignations for completeness and accuracy
- Works with Human Resources for all new hire and transfer staff members, from initial request through their start date
- Works with Human Resources on night differential changes for summer months and the start of the new school year and acting pay for supervisor coverage
- Maintains and monitors all staff members out on FMLA/Workers Comp and relay information to management for building coverage
- Orders, distributes, and keeps an inventory of supplies and other transportation items.
- Maintains and orders staff uniforms
- Prepares and processes payments, purchase orders, direct payments, and other financial requests for the office
- Acts as point of contact to the Board of Elections for Primary and General Elections. Creates database for all polling location coverage and send information to Board of Elections and upper Management
- Timekeeper responsibilities to assist custodial staff with timecard inquiries and adjustments

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

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education and Experience:

- High school diploma or GED equivalent
- Three (3) years of clerical or general office experience.

PREFERRED QUALIFICATIONS

- One (1) year of experience using Microsoft Outlook and Office (Excel, Word, Access and Power Point)
- One (1) year of secretarial experience in a PreK-12 school system

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee unit. This position is Grade IX on the Secretaries and Assistants salary scale, \$18.50 to \$33.67 per hour. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is non-exempt.

Under the HCPSS Telework Program, this position is eligible for telework one day per week. Approval is based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

Dr. Michael J. Martirano, Superintendent

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Laurie Watts
Recruitment Specialist
Office of Human Resources
(410) 313-1521
laurie_watts@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.