

## School Counseling Secretary

*A completed application includes proof of education.  
Applicants must submit all required materials by the closing date.*

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

### **Description:**

This is confidential clerical work in a school facility at the experienced level. An employee in this class, with general supervision from an assigned administrator, assists administrators and specialist in their work. Work is reviewed periodically for completeness, accuracy and timeliness.

### **Essential Job Functions:**

- Performs general secretarial tasks including, but not limited to, producing letters, reports, memorandums, etc. via the computer and/or typewriter; makes photocopies, files, distributes mail, etc.
- Answers telephone communications and record messages
- Communicates in a positive and effective manner with staff, students, parents and/or visitors
- Responsible for the registration and transfer of students at the middle school level.

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 and types letters and reports
- Maintains a record retrieval system
- Ensures that forms are properly filled out and verifies that established criteria are met
- Maintains specialized records to include pupil cumulative records and requests same from former schools
- Implements appropriate portions of the Federal Privacy Act
- Composes routine correspondence for supervisor's signature
- Proofreads
- Makes appointments and maintains schedule and calendars for assigned supervisor(s)
- Greets and escorts representatives from colleges and other visitors
- Reproduces materials with various types of machines
- May be responsible for registering and/or assisting with the registration of students
- Preparing student transcripts for transfer, maintaining and circulating Maryland Transfer Forms and records student attendance

- Answers phones and answers those questions with the assigned scope of responsibility and refers other inquiries to cognizant individuals
- Compiles reports
- Maintains inventories
- Operates various office machines
- May be responsible for maintaining financial records
- Gives support to student aides assigned to Guidance Department

**Minimum Qualifications:**

One year of general office experience OR an Associate's degree or equivalent may be substituted for the required work experience. Must be able to keyboard at a moderate rate of speed.

**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 GED equivalent (**must scan and upload to the online application at the time of submission**). Foreign credentials must be evaluated as U.S. High School diploma or above by an MSDE approved organization. For a list of approved vendors, please click [here](#)

**Required Knowledge, Skills and Abilities:**

- Working knowledge of office management techniques, business English, spelling punctuation and grammar
- Operation and care of various makes of office machines, copiers, computers and other commonly used office equipment
- Business arithmetic and calculation of percentages
- Elements of supervision
- Thorough knowledge of database word processing and spreadsheets
- Strong human relation skills. Position will involve consistent contact and interaction with administrators, co-workers, parents and the community.
- Ability to maintain confidentiality
- Ability to communicate clearly and concisely in both written and oral form
- Perform general clerical duties
- Make basic math computations quickly and accurately
- Maintain efficient office procedures and a system for keeping track of requested actions and reports
- Ability to type from rough draft at a moderate rate of speed
- Ability to meet timelines and perform multiple tasks

- Proven proficiency in clerical skills

**Other Desirable Qualifications:**

Experience with Microsoft Office database applications. Experience working in a school setting.

**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>). 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
- Experience and education to meet the minimum qualifications
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript (**must be scanned and uploaded to the application**)
- Foreign education credentials must be evaluated as US equivalent to meet the minimum qualifications and evaluation uploaded with supplemental materials

For questions regarding this vacancy, please contact:

Denise Lee  
Recruitment Specialist  
Office of Human Resources  
[Denise\\_lee@hcpss.org](mailto:Denise_lee@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***

*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. 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.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.*