

Administrative Secretary I – Special Education

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 Director of Special Education, the Secretary supports the special education office at Old Cedar Lane. The Secretary provides secretarial service, uses independent judgment and action relieving the office of clerical duties. An employee at this level is expected to exercise tact, discretion, and judgment in all areas of work. Additionally, the Secretary for the Department of Special Education completes purchasing, budgeting, and hiring duties that support the department.

ESSENTIAL POSITION RESPONSIBILITIES

- Performs general secretarial tasks including but not limited to producing letters, reports, memorandums, etc. via the computer.
- Makes photocopies, files, distributes mail.
- Answers telephone and electronic communication as well as recorded messages.
- Welcomes visitors to the DSE Office.
- Schedules meetings and maintains the calendar for the Director of DSE.
- Organizes and schedules interviews for the DSE K-21 office and manages hiring database for Extended School Year Services; and completes and sends hiring agreements.
- Maintains Frontline professional learning database.
- Creates cab/transportation vouchers.
- Purchases materials for DSE using the P Card; processes Purchase Orders in Workday; maintains office supplies for DSE Office; monitors inventory of supplies; manages encumbered funds; and completes salary vouchers.
- Manages payroll for all ESY programs and sites.

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.
- Five (5) 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 (and preferred) 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 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). HCPSS requires an official evaluation of foreign credentials to verify educational qualifications.

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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 X on the Secretaries and Assistants salary scale, \$20.67 to \$38.28 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: <https://www.hcpss.org/employment/agreements-and-salaries/>

Under the Fair Labor Standards Act, this position is non-exempt.

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:

- 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:

Denise Lee
Recruitment Specialist
Office of Human Resources
(410) 313-1521
denise_lee@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.