

Middle School Data Clerk

*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 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:

Experience:

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 (**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:

- 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.hcps.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
- 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:

Denise Lee
Recruitment Specialist
Office of Human Resources
(410) 313-5673
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 is an Equal Opportunity Employer and Prohibits Discrimination, Harassment and Retaliation of Any Kind: HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants. 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.

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.