

## Secretary Office of Communication and Engagement

*A complete application includes all application materials, proof of education and two **supervisory** references. HCPSS employees must have at least one reference from a current supervisor. References must be updated annually. 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 experienced level secretarial work. An employee in this class, with general supervision from a designated supervisor, manages an office, provides secretarial service, uses independent judgment and action relieving the supervisor of as many clerical duties and details as possible. An employee at this level is expected to exercise tact, discretion, and judgment in all areas of work. Performance is evaluated periodically

### **Essential Job Functions:**

- Performs general secretarial tasks including but not limited to producing letters, reports, memorandums, etc. via the computer
- Makes photocopies, files, distributes mail, etc.
- Answers telephone communications and records messages
- Communicates in a positive and effective manner with staff, students, parents, and/or visitors
- Excellent human relations skills.
- Utilizes excellent judgment and communication with others

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:**

- Monitors calls that come into the main HCPSS switchboard and assists or redirects calls to the appropriate party.
- Records messages on the main switchboard as appropriate.
- Manages requests for organizations to share events on the HCPSS Community News website, including verifying 501(c)(3) status and communicating directly with the organizations.
- Manages the Public Information email account, including reviewing, responding to and/or sharing emails with appropriate staff.
- Performs general administrative tasks, including but not limited to printing and/or copying requests, mail distribution, development of memorandums, and supporting the Office of Communications.
- Maintains files, including confidential material

- Types manuscripts, correspondence, statements, tables, forms from corrected copy, rough draft or oral detailed instructions
- Composes correspondence dealing with routine subject matter
- Types committee meeting agenda, attends meetings, keeps records, and prepares minutes of meetings
- Gathers materials from a variety of sources for presentations
- Answers and screens telephone calls
- Answers inquiries within scope of assigned responsibilities, giving information requiring knowledge of rules, regulations, and procedures
- Ability to make appointments and to effectively allocate time on supervisor's calendar
- Opens, sorts, reads and distributes incoming mail and correspondence
- Prepares, receives, and checks requisitions and items ordered
- Keeps simple accounts and supervises execution of budget
- Orders supplies and maintains an inventory to include textbook lists
- Prepares and expedites purchase orders and direct payment requests
- Establishes and maintains system for keeping track of requested action and reports
- Transcribes dictation from dictation equipment, including material of a technical and confidential nature, or notes of correspondence, reports, manuals, and minutes of meetings and other material of a general, special, or technical nature
- Reads reports and summarizes information to facilitate review by the supervisor
- Maintains mailing lists
- Prepares statistical or other needed records and reports
- Maintains confidential correspondence, files, and other records and report files
- Examines, checks, and verifies complex reports for completeness and accuracy
- Makes up special report forms and summarizes at the request of the supervisor, frequently checking against a variety of records to secure complete and accurate information
- May be required to supervise other clerical employees
- Reviews data prepared for supervisor's signature, noting format, grammar, and completeness
- Communicates notification to individuals and groups regarding future activities
- Operates a calculator and other office machines

#### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE**

**Applicants must meet the following qualifications, listed below, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification**

Three years of general office experience of a secretarial nature or a combination of education and experience to acquire the knowledge, skills and abilities cited

and

High school diploma or equivalent

**Required Knowledge, Skills and Abilities:**

- Communicates in a positive and effective manner with staff, students, parents, and/or visitors
- Excellent human relations skills.
- Demonstrated customer service experience
- Excellent written and oral communications skills
- Attention to detail and high level of accuracy
- Able to effectively operate in a fast-paced environment
- Basic knowledge of Macintosh and Windows operating systems
- Knowledge of MS Office applications and Google internet products
- Ability to maintain confidentiality
- Ability to manage the office, supervise and train other office personnel
- Ability to communicate clearly and concisely in both written and oral form
- Ability to perform general clerical duties
- Ability to perform clerical tasks quickly and accurately
- Ability to coordinate his/her daily activities or schedule
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm under trying circumstances and work with frequent interruptions
- Ability to maintain various organizational systems needed at the school or department
- Ability to make basic math computations quickly and accurately
- Ability to maintain efficient office procedures and a system for keeping track of requested actions and reports
- Ability to type from rough draft and keyboard at a moderate rate of speed
- Ability to be able to meet timelines and perform multiple tasks
- Knowledge of business English, spelling, punctuation, and grammar
- Knowledge and skill in all aspects of word processing
- Knowledge in the use, operation and care of computers and other office machines
- Ability to establish and maintain efficient office procedures
- Ability to work harmoniously with individuals and groups of employees
- Ability to accomplish work responsibilities with minimal supervision

**SALARY:**

This is a 12-month, Grade 9 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 **two** 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**  
[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 experience and education that most closely match the position qualifications and the needs of the school system.

**Only applicants who submit all 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.*