

## Teachers' Secretary

*A complete application includes all application materials, and **proof of education**. Internal applicants must have a minimum of one reference from a **current supervisor** from within HCPSS.*

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

### **Description:**

This is school-based clerical/secretarial work of a confidential nature. An employee in this class, with general supervision from a designated administrator or teachers provides clerical assistance to the staff. Performance is evaluated periodically.

### **Essential Job Functions:**

- Performs general secretarial tasks including, but not limited to, typing, maintaining records, logs and databases; 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

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:**

- Types letters, reports, forms, bulletins, and newsletters
- Compiles and maintains student data, attendance records and registration records
- Operates computer and other office equipment
- Prepares curricular materials for teachers
- Organizes, prepares and publishes weekly newsletter
- Operates various types of office machines for reproduction, copying and collating for teachers and staff
- Answers the telephones, takes written and oral messages and gives information within the scope of assigned responsibilities
- Maintains files and records in an appropriate manner
- Collects monies for specific purposes
- Orders, receives, inventories, and issues supplies
- Greets visitors and escorts individuals to various activities within the building
- Assists with the registration of new students
- Assists teachers in planning field trips
- Assist in the supervision of student aides
- Assists administrators with substitutes' schedules
- Operates various office machines

### **Minimum Qualifications:**

#### **Experience:**

One year of general office experience. Must be able to keyboard at a moderate rate of speed. Graduation from an accredited university or college with a minimum of an Associate Degree or successful completion of 60 credit hours may be substituted for the required experience. Official college transcript is required.

**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:**

- Knowledge of record keeping methods
- Ability to maintain confidentiality
- Ability to perform general clerical duties
- Knowledge of business English, spelling, punctuation and grammar, and office procedures
- Ability to type from rough draft and keyboard at a moderate rate of speed
- Knowledge of alphanumeric filing systems
- Ability to type and prepare correspondence
- Knowledge of inventory control methods and methods commonly used in the training for acquiring clerical skills
- Strong human relations skills
- Ability to be able to meet timelines
- Ability to communicate clearly and concisely, both orally and in writing, with school administrators, central office personnel, faculty, staff, parents, students and the community
- Knowledge and skill in the use of computers and all aspects of word processing, database, and spreadsheet software programs
- Knowledge to operate and maintenance of other office equipment, including computers
- Ability to manage the office and provide training for other office personnel
- Ability to coordinate his/her daily activities or schedule
- Ability to be flexible and adaptable in a variety of situations and remain calm under trying circumstances
- Ability to work harmoniously with individuals and groups of employees

- Ability to work with frequent interruptions, perform multiple tasks, maintain various organizational systems needed at the school
- Ability to count money accurately and make basic math computations quickly and accurately
- Ability to maintain efficient office procedures and a system for keeping track of requested actions and reports.

**Other Desirable Qualifications:**

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

**Salary:**

This is a 10 month, Grade 7 position on the HCEA-ESP Secretaries and Assistants salary scale <https://www.hcpss.org/employment/agreements-and-salaries/> 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 from current or previous supervisors, 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
- Experience and education to meet the minimum qualifications.
- High School diploma/transcript or College diploma/transcript (**must be scanned and uploaded to the application**)
- Cover letter and resume

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 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.*