



AN EQUAL OPPORTUNITY EMPLOYER

Harford County Public Schools
Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone 410-588-5238

**PERSONNEL
VACANCY**

**PLEASE POST
OFFICE SECRETARY IV, 12-MONTH**

LOCATION:

Central Office - Human Resources Office, Staff Relations

**POSITION
SUMMARY:**

To provide administrative support and perform clerical duties which require initiative, discretion and independent judgment; organizes, coordinates, and maintains records and information.

**ESSENTIAL
FUNCTIONS
INCLUDE:**

These are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- ▶ Prepares and manages electronic and printed correspondence.
- ▶ Creates, composes, edits, and manipulates documents using a word processing program.
- ▶ Creates, edits, and manipulates computer-based graphics.
- ▶ Creates, edits, and manipulates files utilizing a database management program.
- ▶ Drafts and updates forms, letter templates, and commonly used documents.
- ▶ Establishes, maintains, and modifies complex and comprehensive mailings, records, and filing systems.
- ▶ Compiles information and develops reports using basic research techniques and statistical analysis involving an understanding of departmental programs, policies, and procedures.
- ▶ Arranges and confirms appointments, exercising judgment concerning priorities.
- ▶ Organizes and coordinates meetings, conferences, and travel arrangements.
- ▶ Responsible for complex bookkeeping records involving grants, contracts, or appropriations, reviews requested expenditures.
- ▶ Gathers information, offers input, and updates office management procedures as needed.
- ▶ Signs various types of correspondence, requisitions, etc. on behalf of supervisor, as directed.
- ▶ Coordinates and schedules the admission of visitors.
- ▶ Offers input to correct grammatical and mechanical form on correspondence, as appropriate.
- ▶ Communicates effectively with the public, staff, students, and parents as applicable.
- ▶ Performs other work-related duties as assigned.

SALARY:

Grade 7 of the Salary Schedule for 12-Month Clerical (\$33,985)
Internal candidates – contact the Staffing Department for salary range

Excluded Personnel:

This position is identified as an excluded/confidential position with access to restricted information; prohibited from joining or participating in any employee organization.

REQUIREMENTS:

- ▶ High school diploma or GED
- ▶ Four years of successful clerical experience
- ▶ Demonstrated proficiency in Microsoft Office software programs.
- ▶ Excellent written and verbal communication skills.
- ▶ Able to maintain the confidentiality of information.
- ▶ Excellent interpersonal skills; customer-service oriented.
- ▶ Excellent planning, organizational, and time-management skills.

DEADLINE:

Applications must be returned to the Human Resources Office no later than Friday, July 30, 2010. A resume will not be accepted in lieu of an application.

APPLICATIONS:

Applications are available on-line at www.hcps.org or may be obtained at any Harford County Public Schools location or the Human Resources Office.

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications, 410-588-5203.

July 23, 2010