



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 II, 12-MONTH

LOCATION:

Central Office – Human Resources Office (Recruitment & Staffing)

**POSITION
SUMMARY:**

Under general supervision, to perform routine clerical duties in accordance with clearly established guidelines

**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.

- ▶ Creates, composes, edits, prints, and manipulates documents using a word processing program.
- ▶ Creates, edits, and manipulates files using a spreadsheet program.
- ▶ Prepares and manages electronic and printed correspondence.
- ▶ Proofreads for accurate sentence structure, grammar, spelling, and punctuation as required.
- ▶ Inputs data into an existing database and edits as required.
- ▶ Completes forms, requisitions, and vouchers using furnished information.
- ▶ Receives, date stamps, and routes mail in accordance with instructions.
- ▶ Processes outgoing mailings including packaging and postage.
- ▶ Answers telephones, takes messages, responds to caller inquiries, and transfers calls to appropriate staff as needed.
- ▶ Assembles duplicated materials.
- ▶ Files materials and maintains existing filing systems.
- ▶ Provides information and responds to inquiries both verbally and in writing.
- ▶ Schedules and confirms appointments.
- ▶ Assists with the admission of visitors.
- ▶ Compiles information as requested by using basic research techniques.
- ▶ Operates office equipment including digital duplicators, fax machines, copiers, and printers.
- ▶ Maintains account records which may include scheduling and vouchering of requisitions, invoices, and payrolls.
- ▶ Communicates effectively with the public, staff, students, and parents.
- ▶ Performs other work-related duties as assigned.

SALARY:

Grade 3 of the Salary Schedule for 12-Month Clerical (\$26,450)
Internal candidates – contact the Staffing Department for salary range

REQUIREMENTS:

- ▶ High school diploma or GED
- ▶ Two 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.

DEADLINE:

Applications must be returned to the Human Resources Office no later than Thursday, September 2, 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.

August 20, 2010