



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 I

**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.
- ▶ Creates master copies for duplicating, as instructed.
- ▶ 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.
- ▶ Operates office equipment including digital duplicators, fax machines, copiers, and printers.
- ▶ Communicates effectively with the public, staff, students, and parents.
- ▶ Serves as office receptionist.
- ▶ Performs other work-related duties as assigned.

SALARY:

Salary Schedule for 10-month Clerical (\$20,677)
Salary Schedule for 12-month Clerical (\$24,812)

REQUIREMENTS:

- ▶ High school diploma or GED.
- ▶ 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:

Online employment applications will be accepted until the position is filled.

APPLICATIONS:

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

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.