



AN EQUAL OPPORTUNITY EMPLOYER

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

**PLEASE POST**

**PERSONNEL  
VACANCY**

**OFFICE MANAGER/RECEPTIONIST,  
PROFESSIONAL DEVELOPMENT CENTER**

**LOCATION:**

Central Office – Center for Educational Opportunity (CEO)

**POSITION  
SUMMARY:**

Under general supervision, to perform office managerial and clerical duties in accordance with general directions and with clearly defined 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, saves, and retrieves documents using a word processing program.
- ▶ Manipulates columns, creates tables, merges files, and changes fonts using a word processing program.
- ▶ Reads, composes, sends, and prints electronic mail.
- ▶ Corrects sentence structure, grammar, spelling, and punctuation as required.
- ▶ Devises new procedures for schedules and coordinates the processing involved in the maintenance of complex record keeping and/or filing system.
- ▶ Enters and edits data into an existing database.
- ▶ Completes forms such as requisitions, vouchers, and memoranda, using furnished information.
- ▶ Selects and sends form letters making modifications in accordance with specific instructions.
- ▶ Opens and routes mail in accordance with instructions.
- ▶ Seals, mails, and wraps packaging affixing the necessary postage.
- ▶ Answers telephones with responsibility for relaying the calls and/or information as instructed
- ▶ Assembles duplicated materials.
- ▶ Files materials in alphabetical and/or numerical filing systems as directed.
- ▶ Performs sorting, checking, and calculating as directed.
- ▶ Initiates telephone calls to obtain well-defined information.
- ▶ Makes appointments within prescribed appointment schedule.
- ▶ Gathers requests and/or provides factual information requiring reference to a variety of sources.
- ▶ Controls admission of visitors and gives tours of the Professional Development Center.
- ▶ Operates digital duplicators, copiers, printers, whiteboards, projectors, etc.
- ▶ Maintains appropriation account records, which may include scheduling and vouchering of requisitions, invoices, and payrolls.
- ▶ Maintains a master schedule for the Professional Development Center including conference room usage and professional development activities.
- ▶ Handles inventory, organization, and the distribution of keys for the Professional Development Center.
- ▶ Communicates effectively with the public, staff, students, and parents.
- ▶ Maintains a professional work ethic.
- ▶ Performs other work-related duties as assigned.

**SALARY:**

Grade 5 of the Salary Schedule for 12 month Clerical (\$30,054)

**REQUIREMENTS:**

- ▶ High school diploma or GED.
- ▶ Two years of successful office managerial experience.
- ▶ Demonstrated proficiency in Microsoft Office Suite.
- ▶ Excellent verbal and written communication skills.

**DEADLINE:**

Online employment applications will be accepted until position is filled.

**APPLICATION:**

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings section of the HCPS website at [www.hcps.org](http://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.

**January 27, 2012**