Human Resources Office
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www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

May 3, 2023

VACANCY ANNOUNCEMENT

ADMINISTRATIVE SUPPORT ASSISTANT – SCHOOL-BASED – 10 MONTH
Riverside Elementary School
(2023-24 School Year)

This class is the first level in the Administrative Support series. Incumbents are responsible for performing basic and routine functions such as providing reception and customer service, receipt and processing of forms/data/records; performing basic bookkeeping; data input; file storage and retention; meeting/event scheduling; and/or producing reports/correspondence. Responsibilities may include providing internal and external customer service by phone or in person; verifying payment; receiving and processing of documents including financial records review; data entry; maintaining records; filing; copying; printing; binding and collating materials; and receiving and distributing mail.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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.

- Provides internal and external reception and customer service by answering telephone and greeting staff and customers. Provides assistance and responds to inquiries. As assigned, provides bookkeeping support. Receives, prepares and processes routine financial and other documents and maintains financial records. Responds to requests for information and provides responses to questions. Provides direction regarding departmental procedures and practices.
- Enters data into automated data management systems and reviews input for accuracy. Retrieves and reports information as needed and may schedule meetings, interviews, services, and events.
- Receives documents, reviews information for completeness, and prepares information for processing. As assigned, may take payments, record transactions, and issue receipts.
- Processes incoming and outgoing mail be receiving, sorting, distributing, and preparing outgoing mail as assigned.
- Organizes, files, and maintains storage of documents. As assigned, reviews file storage and purges files according to records retention procedures.
- Tracks, orders, stocks, and distributes supplies as assigned.
- Performs other duties of a similar nature and level as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES SPECIFIC TO SCHOOL-BASED MAY INCLUDE

- Provides school-based administrative support including but not limited to student, administration, and school records maintenance.
- Creates, composes, edits, prints, and manipulates documents and spreadsheets using appropriate computer programs.
- Creates master copies for duplicating and assembles duplicated materials, as instructed.
- Greets visitors and maintains security by following procedures and issuing visitor badges.
- Operates office equipment including digital duplicators, fax machines, copiers, and printers.

SALARY

Grade 2 of the Salary Schedule for 10-Month Clerical currently is ($25,291)
*Salary for the 2023-24 school year subject to change pending state and local funding

REQUIREMENTS

- High School Diploma or GED.
- One year of office or customer service experience is preferred.

- Microsoft Office Suite (Word and Excel) proficiency is required.
- Knowledge of data entry techniques; customer service principles and practices; basic mathematical skills; file management and storage using good organization; modern office equipment.
- Skill in preparing and maintaining files, records and documents; utilizing a computer and relevant software applications; handling confidential and sensitive information; providing customer services; solving routine problems; managing time; prioritizing work; communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

HOW TO APPLY

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.

DEADLINE

Online employment applications will be accepted **until filled.**

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools: Involving students, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at (410) 375-0408 or Kenneth.Miller@hcps.org; Involving all other members of the school community, refer to: Renee McGlothlin ,102 South Hickory Avenue, Bel Air, MD 21014 at (410) 809-6087 or Renee.McGlothlin@hcps.org. Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visitwww.hcps.org.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE