HARFORD COUNTY PUBLIC SCHOOLS

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone: 410-588-5238
Email: staffmanagement@hcps.org
www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

January 13, 2022

VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

ADMINISTRATIVE SUPPORT ASSISTANT – SCHOOL-BASED FLOATER – 10 MONTH
Various Elementary Locations

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. 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 by 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 ($23,636)

TRAINING AND EXPERIENCE REQUIRED

- 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, bookkeeping and cashiering;
  - 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 Employment Opportunities 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 **January 20, 2022**.

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 may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE