



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

February 25, 2021

PART-TIME ADMINISTRATIVE SUPPORT Human Resources – Staff Management (Seasonal; March-September)

This position will be devoted to supporting onboarding requirements related to Maryland HB486. This is a non-benefited position working up to 17.5 hours a week and paid \$15.29 an hour. Flexible scheduling available during regular business hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS ROLE 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.

- Conducts employee history reviews in order to determine if applicants are subject to Maryland HB486 regulations.
- Initiates, tracks, communicates, and follows up with all Maryland HB486 requirements and identified employers in order to ensure the process is completed in a timely manner.
- Communicates progress with hiring managers and identifies an effective date of hire for new employees.
- Creates, composes, edits, prints, and manipulates documents and spreadsheets using appropriate computer programs.
- Operates office equipment including digital duplicators, fax machines, copiers, and printers.

SALARY

\$15.29 per hour, non-benefitted

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; 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 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.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE