



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

December 18, 2024
















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 – 12-MONTH C. Milton Wright High School


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 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

-  Provides school-based administrative support including but not limited to student, administration, and school records maintenance.

SPECIFIC TO SCHOOL-BASED MAY INCLUDE

- 🌱 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

- 🌱 This is a full-time twelve-month position. Salary range based on Grade 2 of the FY 2024-2025 HCEA-ESP Salary Schedule for Twelve Month Clerical Personnel. Starting Salary: \$36,162– Maximum Earnings Potential \$56,651.
- 🌱 Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- 🌱 HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- 🌱 For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage:
<https://www.hcps.org/departments/HumanResources/Default.aspx>
- 🌱 For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the HCEA-ESP Negotiated Agreement:
<https://www.hcps.org/boe/collectivebargaining.aspx>
- 🌱 FLSA: Non-Exempt

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 filled.

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE