



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

March 19, 2025

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 COORDINATOR – LEGAL SERVICES

Central Office – Legal Services









July 1st Vacancy

This class is the fourth level in the Administrative Support series dedicated to providing specialized administrative support to identified district level executives. Incumbents provide specialized support services requiring an extensive knowledge of the organization for an assigned function or department. Based on assignment, responsibilities may include providing executive support such as coordinating administrative affairs and processes for the executive/official such as managing correspondence, creating reports, and document preparation; preparing agendas and meeting materials; coordinating travel arrangements and appointments; conducting research and creating draft documents; and managing special projects on behalf of the executive level staff member.








This position requires an extensive knowledge of the organization and under minimal supervision provides specialized administrative support services to the assigned department.

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.

-  Coordinates activities of the General Counsel and staff counsel and other executives as assigned and office operations including prioritizing and delegating work; maintaining policies and procedures; providing coordination and oversight of resources including scheduling and oversight of workflow to ensure adequate coverage.
-  Establishes and implements procedures and practices to effectively manage customer service delivery.
-  Organizes, evaluates, maintains and reports office-specific or administrative information. Oversees the quality control of assigned executive/office deliverables.
-  Serves as liaison with department staff and representatives of other departments on administrative and operational matters and resolves intra-departmental operational problems related to administrative support function.
-  Researches and resolves issues and implements solutions to enhance processes.
-  As assigned, provides account reconciliation and payment authorization; assists with financial data gathering and reporting related to office revenues, expenses, and budgeting.
-  Conducts internal and external customer relations via email, telephone and in person. Responds to requests, researches and resolves inquiries and issues, and conveys information regarding policies and procedures. Seeks appropriate contact or resource for information as required and provides responses in a timely manner.
-  Enters and maintains data in department databases. Researches and locates information, provides status/disposition updates, prepares documents and generates reports that are of a time-sensitive nature and adhere to applicable standards.

**ESSENTIAL DUTIES
AND
RESPONSIBILITIES
SPECIFIC TO
LEGAL SERVICES
MAY INCLUDE**

-  Performs other duties of a similar nature and level as assigned.
-  Creates, composes, edits, and manipulates complex documents with technical content and legal citation for publication. Includes documents and transmittals for court or agency hearings, i.e., affidavits, subpoenas, agreements/contracts, real property instruments, motions, pleadings, memoranda, settlement documents and opinions.
-  Serves as the SharePoint administrator of the Legal Services' Office; creates, manages, oversees, assists, and provides direction as needed to users.
-  Gathers, organizes, reviews and e-files materials for case exhibits requiring knowledge of and preparation of systems for court and agency deadlines and requirements as well as hearing dates and disposition of cases.
-  Drafts for review Board informational reports for presentation items to the Board in accordance with established procedures. Maintains a complex system for tracking and management of Board policy, review, revision and/or adoption. Assists with preparation of presentation materials. Prepares and submits documents for public comment. Coordinates with the Board Administrative Assistant to produce documents required for Closed Session Board meetings. Gathers and transmits public comments related to policy to the members of the Board of Education. Maintains the paper copies of executed Board policies and posts policies to the Harford County Public School public website and internal SharePoint sites. Communicates with the executive/administrative level of the organization any approved additional policies, amendments of policies or reaffirmations of Board policies through the Superintendent's Bulletin or other approved means of notice.
-  Maintains a system of archive and retrieval for public information act requests, including arranging dates and times for production of responsive materials internally, and review, inspection, and copying of documents by the customer. Drafts public information act request responses for General Counsel review and approval. Reviews and redacts responsive materials for review by General Counsel and attorneys. Transmits General Counsel responses and responsive documents. Transmittal may involve the use and understanding of complex technology to ensure confidentiality and appropriate transmittal of response requiring complex knowledge of organizational department responsibilities.
-  Serves as liaison with the Board's Ethics Panel members. Monitors the membership of a five member Ethics panel and facilitates the search for new Panel members. Coordinates the notification to Panel members of inquiries regarding ethics policy compliance.

SALARY

-  This is a full-time twelve-month position. Salary range based on Grade 10 of the FY 2024-2025 HCEA-ESP Salary Schedule for Twelve Month Clerical and Transportation Specialists. Starting Salary: \$52,370– Maximum Earnings Potential \$78,702. Those who are entering or returning to employment with Harford County Public Schools will begin on Step 1.
-  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>

TRAINING AND EXPERIENCE REQUIRED

- 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
- High School Diploma or GED.
- Five years of office or administrative support experience preferably experience related to legal practices.
- Experience with executive level clerical duties is preferred.
- Associate of Arts degree from an accredited college or university is preferred.
- Previous experience with bookkeeping and maintenance of general accounting and financial records in a business related function.
- Microsoft Office Suite (Word, Excel, PowerPoint) proficiency is required.
- KNOWLEDGE OF:
 - Administrative office practices and procedures and methods of review;
 - Automated and manual records management and standard office automation software;
 - Customer service standards and problem resolution methods;
 - Organizational governance including structural and informal lines of authority;
 - Proper etiquette in handling confidential or sensitive information with discretion;
 - Project and resource coordination methods;
 - Basic budget practices;
 - Mathematical principles, bookkeeping and cashiering;
 - Data tracking and measuring principles and practices;
 - Data entry and data management;
 - Modern office equipment;
 - On-line legal services and online legal library resources including the public information act;
 - Ability to understand legal language and principles, research methods, court pleadings and processes.
- SKILL IN:
 - Evaluating and resolving issues through the application of policies, procedures and practices;
 - Provide staff leadership, coaching and mentoring;
 - Monitoring and reporting on budgets;
 - Prioritizing work and planning of departmental administrative support;
 - Utilizing a computer and relevant software applications;
 - Managing administrative projects;
 - Multi-tasking, managing time and shifting priorities;
 - Coordinating administrative projects;
 - Using information systems for data storage, research and reporting;
 - Maintaining tact and confidentiality necessary to represent executive level management;
 - File management and storage techniques and practices using good organization;
 - Providing guidance, assistance and/or interpretation to others regarding the application of procedures and standards to specific situations;
 - Providing advanced internal and external customer service;
 - 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 April 2, 2025.

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