



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Secretary 2
DEPARTMENT	
LOCATION	TBD
REPORTS TO	Principal or designee
ANNUAL WORK SUMMARY	11 months per year, 210 days per year, 7 hours per day
WAGE/PAY RATE	Scale 12: \$ 23.10/hr -\$ 29.29/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	To assure the smooth and efficient operation of the school office so that the maximum positive impact on the education of children can be realized. In given school assignments, there may be a high degree of specialization.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. High school diploma or general education development (GED) program certificate
2. Business education training with secretarial experience preferred
3. Ability to type accurately at a speed of not less than 40 words per minute and must have passed the clerical test administered by Calvert County Public Schools

SPECIAL REQUIREMENTS

None

KNOWLEDGE, ABILITIES AND SKILLS

These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions. At the time of application, the candidate must have:

1. Knowledge of basic office procedures and operation of office equipment and machines
2. Knowledge of basic bookkeeping
3. Skilled in the operation of computer software, with the ability to prepare and edit documents
4. Ability to maintain paper and electronic records and files
5. Demonstrated interpersonal skills and knowledge of office protocol
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable
7. Demonstrated success in accomplishing tasks akin to those job functions listed below

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Screens visitors entering the school building, ascertains the nature of their business, and directs them to the proper person or room
2. Maintains student attendance records and prepares related reports
3. Processes student enrollments, transfers, and withdrawals
4. Prepares requisitions for supplies and equipment
5. Compiles and prepares a variety of records, reports, memorandums, and other materials
6. Maintains inventory as assigned
7. Operates office machines
8. Organizes and maintains office files and records
9. Sorts and distributes interoffice and post office mail
10. Performs bookkeeping duties, including handling money, and making financial reports and statements
11. Coordinates meetings and schedules as assigned
12. Thinks, concentrates, and interacts positively with others
13. Comes to work regularly and promptly
14. Works under stress and meets all deadlines

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

Performs related work as required or assigned by the building principal or designee

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

Work is performed in a typical office environment and may require minimal lifting. Position requires significant periods of sedentary work using a computer, monitor, and mouse, but may also include periods of standing and walking

UNUSUAL DEMANDS

Work is subject to inflexible deadlines and frequent interruptions.

EVALUATION

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law

requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov/> or call 1-800-421-3481.