



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Secretary 4
DEPARTMENT	
LOCATION	TBD
REPORTS TO	Principal
ANNUAL WORK SUMMARY	12 months per year, 245 days per year, 7 hours per day.
WAGE/PAY RATE	Scale 17: \$25.65/hr - \$32.71/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	To ensure the smooth and efficient operation of the school office so that the maximum positive impact on education of the 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 desirable
3. Ability to type accurately at a speed of not less than 50 correct words per minute and to pass the clerical test given by Calvert County Public Schools. Please contact Human Resources to request secretarial testing.

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 Calvert County Public Schools' policies and procedures regarding schools
3. Knowledge of elementary bookkeeping
4. Basic working knowledge of various software programs to prepare and edit school documents
5. Possesses 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 responsibilities listed below

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Complies with Calvert County Public Schools' policies and procedures regarding school business
2. Arranges for appointments and conferences
3. Composes and types letters and other correspondence
4. Answers and places telephone calls
5. Screens visitors entering the school building, ascertains the nature of their business, and directs them to the proper person or room
6. Maintains student attendance records and prepares related reports
7. Processes student enrollments, transfers, and withdrawals
8. Posts employee time records and prepares them for payroll
9. Prepares requisitions for supplies and equipment
10. Compiles and prepares a variety of records, reports, memorandums, and other materials
11. Maintains inventory as assigned
12. Operates office machines
13. Organizes and maintains office files and records
14. Sorts and distributes interoffice and post office mail
15. Performs bookkeeping duties, including handling money, and making financial reports and statements
16. Coordinates meetings and schedules as assigned
17. Thinks, concentrates, and interacts positively with others
18. Comes to work regularly and promptly
19. Works under stress and meets all deadlines

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned. 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.

UNUSUAL DEMANDS

None

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.