

Position Description

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

Job Title: Secretary, Grade IV
Pay Schedule: CASE- Grade IV Clerical Scale
FLSA Status: Non-Exempt
Reports to: Cost Center Administrator

JOB SUMMARY

Provides diversified and complex clerical/secretarial services. Often serves as a liaison between cost center administrator and other staff regarding the interpretation of general policies/procedures, decisions related to operation of the cost center and the assignment of appropriate level work. Must be able to work independently and establish priorities with little or no direct supervision. This position may require the handling of money for a variety of school accounts and activities. This may include handling cash for activities and preparing cash for deposit. Reliability, accuracy, timeliness, and quality of work must be at the highest level to successfully function in this position.

ESSENTIAL JOB FUNCTIONS

- Prepares confidential correspondence and reports.
- May compose routine correspondence on behalf of the cost center administrator.
- Compiles data necessary reports.
- Acts as intermediary for the cost center administrator. Communicates frequently with the public, CCPS employees, various agencies, and organizations via telephone, in person, and through written correspondence, maintaining confidentiality as needed. Exercises tact and judgment in providing information and interpreting existing policies and procedures.
- Serves as office manager for the cost center, which may include payroll, opening and processing incoming mail, coordinating office coverage, and other administrative tasks.
- Provides lead supervision over the work of hourly employees within the cost center.
- Provides directions, which may include prescribing procedures, methods, materials and formats to clerical employees for the purpose of aiding in the completion of job functions, as well as, the overall functionality of the unit.
- Monitors expenditures of the cost center and assists in the annual budget preparation. May perform or oversee accounting and statistical tasks.
- Orders, receives, distributes, and inventories supplies and equipment for the cost center.
 - Operates and oversees the proper use and maintenance of all office equipment.
- Depending upon workload, employee may be required to work in excess of thirty-five hours per week.

MINIMUM REQUIREMENTS

- High school diploma or equivalency is required. Additional clerical/secretarial/bookkeeping training is desirable.
- At least four (4) years full time related experience, including experience with accounting or bookkeeping records. Two (2) or more different experiences may be combined to meet the four (4) years.
- Must be able to lift at least 25 pounds.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates outstanding human relations and interpersonal communication skills. Must be highly skilled in both verbal and written communication.
- Demonstrates a high level of competency in business English, spelling, grammar, punctuation, and the ability to compute basic mathematics.
- Demonstrates a high degree of knowledge of general office practices, procedures, and protocol.
- Demonstrates proficiency in the care and operation of a variety of office equipment.
- Must meet the minimum standard for the Department of Human Resources approved word processing and office skills tests. (Some positions may require an accounting test and/or demonstrate competency in using specific computer programs or equipment.)
- Must be highly organized and demonstrate the ability to prepare and accurately maintain complex reports, files, and records.

PHYSICAL DEMANDS

Light Work: Exerting moderate but not constant physical effort to perform light work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 25 pounds), visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

WORKING CONDITIONS

Employees in this position work in an environment where the employee must deal with crisis situations that require major decisions involving people, resources, and property.

BENEFITS

This position is eligible for the following:

- Leave – Sick and Personal (all employees); Vacation (12-month employees),
- Health, Dental, and Vision Insurance (Single and Family), Life Insurance; these are available to those employees with a minimum 0.6 FTE position
- Overtime eligible in excess of 40 hours
- Educational Add-On
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- Salary – [Clerical Salary Scale 24-25](#)

Carroll County Public Schools has the right to revise this position description at any time and ensuing acknowledgement of understanding does not represent in any way a contract of employment.

NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.

Updated: 10/10/2024