

## Position Description

*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 actually written out in this job description.*

**Job Number Title:** Clerk II  
**Pay Schedule:** CASE-Clerical Scale  
**FLSA Status:** Non-Exempt  
**Reports to:** Cost Center Administrator

### **JOB SUMMARY**

Provides diversified and complex clerical/secretarial services. Must be able to work independently and establish priorities with little to no direct supervision. Interpretation of general policies or procedures may be delegated to this position. Reliability, accuracy, timeliness, and quality of work must be at the highest level to successfully function in this position.

### **ESSENTIAL JOB FUNCTIONS**

- Types diversified data
- May arrange materials for processing with attention to details
- Serves as a receptionist for facility. Takes messages and schedules appointments using priorities established by supervisor. Greets and directs visitors or callers to appropriate personnel
- Accurately prepares and maintains routine records, files and reports
- May be responsible for matters related to student attendance
- May compose routine correspondence on behalf of 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
- Operates office equipment to include scanner, copier, multi-line telephone systems, computer, fax machine and postage meter
- May assist other clerical personnel on a temporary basis in the completion of their duties to support the smooth operation of the cost center (Ex: special projects or filling in for absences)
- May sort and distribute incoming and outgoing mail for cost center
- May be responsible for matters related to staff attendance and substitute management
- Depending upon workload, employee may be required to work in excess of thirty-five hours per week.

**MINIMUM REQUIREMENTS**

- High School Diploma or GED equivalent.
- One (1) year full-time related clerical/secretarial experience
- Additional clerical/secretarial training preferred

**KNOWLEDGE, SKILLS AND ABILITIES**

- Basic knowledge of business English, spelling, grammar, punctuation and the ability to compute basic mathematics
- Basic knowledge of general office practices, procedures and protocol
- Basic knowledge of computer programs including Microsoft Word and Excel preferred
- Outstanding interpersonal communications and human relations skills
- Ability to prepare and accurately maintain reports, files and records
- Ability to operate computers for data entry, word processing and/or accounting purposes

**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 20 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 a safe and secure work environment that may periodically have unpredicted requirements or demands.

**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 range [CLERICAL SALARY SCALE](#)

*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.