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: Clerical Grade III – 12 month-Birth to Kindergarten Secretary
Pay Schedule: CASE-Clerical Scale
FLSA Status: Non-Exempt
Reports to: Cost Center Administrator

JOB SUMMARY

Provides a variety of complex, but routine, financial, clerical and secretarial services. Works independently once priorities are established, reporting to the supervisor only as necessary. Decisions relating directly to the assigned tasks or duties are made by the position. Routine decisions and some interpretation of general policies or procedures related directly to the operation of the cost center may be delegated to the position. Accuracy, timeliness, and dependability of work, as well as strong organizational skills, are essential to successfully function in this position.

ESSENTIAL JOB FUNCTIONS

- Arrange material for processing with attention to details. May compose routine correspondence for the coordinator(s)/supervisor(s).
- Maintain frequent contact with the public, CCPS employees, various agencies and organizations via telephone, in person, and through written correspondence, maintaining confidentiality as needed.
- Exercise tact and judgement in providing information and interpreting existing policies and procedures.
- Maintain essential data entry system(s) to ensure the accuracy of information.
- Take messages and schedules appointments using priorities established by coordinator(s)/supervisor(s).
- Prepare requisitions and contracts as needed for the coordinator(s)/supervisor(s).
- Assist with payroll and in monitoring expenditures for the coordinator(s)/supervisor(s).
- Enter and track electronic timecards for the cost center(s).
- Operate office equipment to include copier/fax machine, multi-line telephone system, computer/printer and other equipment necessary to support the program.
- Responsible for purchasing and ordering materials and supplies while adhering to procurement card usage financial policies.
- Provide assistance with additional responsibilities (website maintenance, data entry, copying, etc.) to support program and content implementation.
- Maintain complete accurate and up-to-date paper and electronic files and records.

MINIMUM REQUIREMENTS

- High school diploma or equivalency is required.
- At least one-year full-time related clerical/secretarial experience.
- Additional clerical/secretarial training is desirable

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates competency in 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 relation skills
- 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 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 – Clerical Salary Scale

Placement on the salary scale is determined in accordance with the salary placement procedures of Carroll County Public Schools and is based on verified education and relevant experience. Final placement is subject to review and approval by the Human Resources Department.

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.

10/27/2026