



Temporary Office Assistant

Terms of Employment: 12-months

Exemption Status: Non-Exempt

Salary: \$11.40-\$12.65 per hr. 27 hr./week

**** Please note that this position does not come with any CCPS benefits. ****

EDUCATION, QUALIFICATIONS, SKILLS, ABILITIES

- High School Diploma.
- Previous secretarial experience preferred.
- Knowledge of efficient office practices and procedures.
- Proficient computer literacy skills (MS Word, Excel, PowerPoint, Internet, etc).
- Ability to react effectively to various simultaneous inquiries.
- Capacity to work with parents, administrative personnel and office visitors in a manner conducive to a good working relationship.
- Excellent organizational skills.

ESSENTIAL JOB FUNCTIONS

- Prepares and types a variety of correspondence and reports.
- Operates office equipment
- Regular on-time attendance.
- Performs other duties as determined by the supervisor.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.