



*"Building a
Foundation for
Lifelong
Learning"*

CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
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D'Ette W. Devine, Ed.D.
Superintendent

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President, Board of Education

PLEASE POST

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May 17, 2012

CLOSING DATE: May 31, 2012

ADMINISTRATIVE SECRETARY V Administrative Services/Human Resources

GENERAL PURPOSE OF POSITION

Under the direction of the Associate Superintendent for Administrative Services and the Executive Director for Human Resources, an Administrative Secretary V provides secretarial and clerical services of a general, special, technical, sensitive, and/or confidential nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF POSITION

1. Performs high-level secretarial tasks and managerial duties.
2. Oversees associates and/or prioritizes tasks according to next in line administrator's requests.
3. Has a demonstrated ability to prioritize, schedule, and evaluate end products.
4. Assumes a high degree of responsibility and self-motivation.
5. Maintains a wide variety of office records, files, and reports.
6. Has excellent business English and writing skills.
7. Maintains strict confidentiality.
8. Has an in-depth knowledge of computers, specific office software, and file/computer maintenance requirements. Specifically, prepares and sets up PowerPoint presentations, and has excellent knowledge of Word and Excel.
9. Has an in-depth knowledge of business office procedures and is able to perform these procedures without supervision.
10. Maintains a high degree of work perfection without supervision.
11. Exercises good judgment in making decisions and handling details.
12. Has knowledge of the general organization and functions of the Cecil County Public Schools.
13. Composes routine correspondence without any supervision.
14. Composes non-routine correspondence with minimal supervision.
15. Is able to act, react, and assume necessary duties and responsibilities in the absence of an administrator.
16. Maintains a plan for updating professional skills and keeping abreast of new trends in the office/business profession.
17. Maintains a spirit of professionalism.
18. Maintains regular, on-time attendance.
19. Performs other duties as assigned.

MINIMUM REQUIREMENTS OF THE POSITION

1. Has a high school diploma, experience in the field, or business-related college courses.
2. Has excellent business English skills, as demonstrated by the Clerical Performance Test.
3. Has a high-level of proficiency in the use of computers and software (specifically, Microsoft Office) as demonstrated by the Clerical Performance Test.

(over)

Our mission is to provide an excellent Pre-Kindergarten through graduation learning experience that enables ALL students to demonstrate the skills, knowledge and attitudes required for lifelong learning and productive citizenship in an ever-changing, global society.

4. Has excellent writing skills, as demonstrated by the Clerical Performance Test.
5. Has a professional manner.
6. Has excellent interpersonal communications skills.
7. Has demonstrated willingness to maintain professional skills.
8. Has a willingness and capability to work beyond the normal workday.
9. Is available to begin employment on or about July 1, 2012.

SALARY

The salary range for this 12-month Administrative Secretary V position for the 2012-2013 school year is \$37,041 - \$42,714 depending upon creditable experience and training.

APPLICATION PROCEDURE

Persons meeting the minimum requirements of the position are invited to submit a **letter of interest**, **complete résumé**, and **two letters of references** to the Executive Director for Human Resources, thru AppliTrack at <http://www.applitrack.com/cecil/onlineapp>. Information requested must be received no later than **4:00 p.m. on Thursday, May 31, 2012.** Following screening of credentials, interviews will be scheduled.