



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
Acting State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

MSDE – VARIOUS DIVISIONS

July 1, 2016

CONTRACTUAL POSITIONS

- POSITION TITLE:** Office Secretary I, II, III, General
- SALARY:** State Salary Grade 8, 9, 10
Annual Salary Range: \$27,048 - \$39,046
- LOCATION:** 200 West Baltimore Street
Baltimore, MD 21201
- NATURE OF WORK:** These are contractual positions responsible for providing secretarial and clerical support to various education programs within the Department.
- DUTIES AND RESPONSIBILITIES:** Provides general secretarial support by typing correspondence and answering telephones; manages work flow and prioritizes assignments; assures technical quality of print communications produced in accordance with related Department and Branch policies; develops and maintains accurate file and data systems of all projects; responds to information inquires efficiently and courteously.
- MINIMUM QUALIFICATIONS:** **EDUCATION:** Graduation from a standard high school or possession of a State high school equivalence certificate.
EXPERIENCE: One year (I), two years (II), three years (III) of experience in secretarial or clerical work that includes experience with personal computers and the demonstrated ability to accurately **type 40 words per minute**.
- NOTE:**
1. Pertinent volunteer and/or part-time experience is acceptable. Please document the number of hours spent per week in this type of experience on the application.
 2. Applicants may substitute additional secretarial or clerical experience on a year for year basis, for the required education.
 3. Applicants may substitute an Associate of Arts degree with a major in Secretarial Science from an accredited college for two years of the required experience.
- ESSENTIAL REQUIREMENTS:** Knowledge of good office practice; knowledge of proper business grammar and punctuation; skill in a variety of software packages; skill in proofreading; ability to organize multiple tasks and exercise good judgment; ability to compose various types of correspondence and create presentations; ability to establish and maintain effective working relationships and communicate effectively.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Office Secretary I, II, and/or III (Contractual). The Application, resume, and any supporting documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources at the address on the Position Announcement or faxed to 410-333-8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website at www.marylandpublicschools.org. All applications must be received by the Closing Date. *Appropriate accommodations for individuals with disabilities are available upon request.*

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Open and Continuous