



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY**  
**(date)**

**POSITION:** Receptionist

**JOB SUMMARY:**

To ensure the smooth and efficient operation of the department so that the maximum positive impact on the education of children can be realized. Meet and greet the general public, handle phone calls, legal office duties and some curricular work.

**REPORTS TO:** Director of Department

**QUALIFICATIONS AND EXPERIENCE:**

At the time of application, the candidate must have:

1. High School diploma, GED certificate or equivalency.
2. Business education training with secretarial experience preferred.
3. Ability to type accurately at a speed of not less than 40 words per minute and must have passed the clerical test administered by Calvert County Public Schools.
4. Knowledge of basic office procedures and operation of office equipment and machines.
5. Excellent verbal skills.
6. Skilled in software applications, with the ability to prepare and edit simple documents.
7. Ability to maintain paper and electronic records and files.
8. Ability to work on a team and problem solve departmental issues.
9. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

**DUTIES AND RESPONSIBILITIES:**

1. Screens visitors entering the department, ascertains the nature of their business, and directs them to the proper person or room.
2. Handles phone calls referred automatically from unanswered phones within the department.
3. Prepares requisitions for supplies and equipment.
4. Compiles and prepares a variety of records, reports, memorandums, and other materials.
5. Maintains inventory as assigned.
6. Operates office machines.
7. Organizes and maintains office files and records.
8. Sorts and distributes interoffice and U.S. postal mail.
9. Coordinates meetings and schedules as assigned.
10. Maintains conference room scheduling.

**OTHER DUTIES:**

Performs related work as required or assigned by the Director of the Department.

**PHYSICAL DEMANDS:**

Position is essentially sedentary.

**UNUSUAL DEMANDS:**

None

**TERMS OF EMPLOYMENT:**

Twelve (12) month position and salary commensurate with qualifications applied to the support employee salary schedules.

**FLSA STATUS:** Non-exempt.

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

**APPLICATION PROCEDURE:** Application deadline is (date) at 4:30 pm.

Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.

Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us). References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists. State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
1305 Dares Beach Road  
Prince Frederick, MD 20678  
410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services  
Calvert County Public Schools

1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.