

Summers County Schools

Job Description

Secretary

POSITION: Secretary

QUALIFICATIONS:

- ◆ Must have passed or be able to pass competency tests pursuant to 18A-4-8e.
- ◆ Completed a background check and drug screen according to Summers County Schools Board of Education policy.
- ◆ High School graduate or equivalent.
- ◆ Successful completion of State Development Skills Test
- ◆ Type 50 words per minute and proficient with Microsoft Office

SALARY:

Secretary I: Paygrade D
Secretary II: Paygrade E
Secretary III: Paygrade F

RESPONSIBLE TO: Principal, Director, or Superintendent depending on assignment.

JOB RESPONSIBILITIES:

1. A secretary is responsible for the following duties:
 - a. Act as receptionist for incoming public and answer telephone calls.
 - b. Type, file and distribute a wide variety of correspondence.
 - c. Maintain records as directed by the principal and the board office.
2. Maintains positive work habits.
3. Performs duties efficiently and productively.
4. Maintains and/or upgrades skills.
5. Performs any and all other job related duties as assigned by the immediate supervisor.
6. Organize, schedule, and prepare materials for meetings.
7. Answer and route incoming telephone calls.
8. Perform bookkeeping and financial activities such as balance books, balance bank statements, and prepare bank deposits.
9. Maintain a filing system.
10. Maintain student records, including student transcripts, permanent record cards, absentee, and tardy lists.
11. Maintain personnel records.
12. Prepare and proofread correspondence, reports, charts, expense forms, booklets, purchase orders, business forms, certificates, etc.
13. Enter, maintain, and retrieve computerized documents.
14. Operate office machines such as PC, copier, fax machine, and adding machine.
15. Practice good safety habits and have knowledge of basic first aid.
16. Maintain confidentiality as required by the position.
17. Maintain a positive, professional attitude at all times.
18. Dress in a professional manner.
19. Attend board/faculty meetings and take minutes as assigned.
20. Sort and route incoming mail.
21. A Secretary III may be assigned in a specific department within the school district per 18A-4-8.

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DISCRIMINATION PROHIBITED

As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Kimberly J. Rodes, Title IX and Section 504 Coordinator, Summers County Board of Education, 116 Main St., Hinton WV 25951, phone 466-6005; to the State Elimination of Sex Discrimination Project Coordinator, phone 558-7864; or to the U.S. Dept. of Education's Director of the Office for Civil Rights, (215) 596-6795.