

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – EXECUTIVE SECRETARY

**Qualifications:** High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test), as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to effectively present information and respond to questions from the general public.
- Ability to interface effectively with other departments, school personnel, or other contacts from outside the county.
- Ability to work independently with minimum supervision.
- Ability to understand and execute complex oral and written instruction.
- Ability to communicate effectively, orally and in writing.
- Ability to prioritize multiple tasks, work under stress, meet deadlines and take direction.
- Ability to work efficiently with frequent interruptions.
- Ability to work collaboratively with others such as establishing and maintaining effective working relationships with administrators and co-workers.
- Ability to perform general operations, which require the exercise of good judgment.
- Ability to perform duties in full compliance with state and county requirements.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**Executive Secretary** means a person employed as secretary to the county school superintendent or as a secretary who is assigned to a position characterized by significant administrative duties.” (Pursuant to WV Code §18A-4-8)

**Immediate Supervisor:** Superintendent of Schools

**FLSA Status:** Non-Exempt

**Evaluation:** Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools Policy 6001

**Term of Employment:** 261 Days

**Salary:** Pursuant to WV Code §18A-4-8a  
Pleasants County Schools Salary Scale  
Commensurate with Experience and Education Level

### **Expectations / Duties and Responsibilities:**

- Maintain positive work habits and positive publicand employee relations.

- Perform duties effectively and productively.
- Maintain and upgrades skills.
- Maintain confidentiality in accordance with Federal, State and District Laws and Policies.
- Transcribe minutes of Board meetings and other formal proceedings, as needed.
- Type complex materials from rough draft to final form.
- Type complex tables, charts and graphs.
- Draft forms, composes letters and compiles factual reports that require correct sentence structure, grammar, spelling and punctuation.
- Answer and filter telephone calls and messages to appropriate administrators.
- Orders and maintains office supplies as needed.
- Maintain a schedule of appointments and make arrangements for conferences and interviews.
- Maintain personnel files for all employees.
- Prepare and post Board of Education meeting agendas at the direction of the superintendent in accordance with required timelines as well as submit to the local media.
- Prepare electronic supporting documents for all corresponding Board of Education meeting agenda items.
- Prepare and process press releases to the media as directed.
- Notifies television/radio stations of school delays and closings.
- Prepare, copy, disseminate and post all vacant position postings.
- Prepare and process for signatures all contracts as required by state and district policy.
- Maintain an annual list of personnel assignments.
- Maintain attendance for central office personnel.
- Maintain and post service personnel seniority lists as required by law in a timely manner.
- Adhere to established laws, policies, rules and regulations.

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk, use fingers, tools and/or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 pounds such as to lift files and paper.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this work environment is usually quiet to loud (40-90 dB) depending on the assignment of the position. The employee continuously is interacting with the public, students and staff.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Superintendent**

**Amended:** December 6, 2016