

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – SCHOOL 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.

- Knowledge of and/or training in general office procedures and secretarial skills with some general accounting knowledge.
- 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.
- General knowledge of operation of office machines.
- Demonstrate word processing, computer literacy/operation.
- Ability to perform receptionist duties (answering telephone and receiving visitors) in a courteous, professional manner.

**Secretary II** means a person employed in any elementary, secondary, kindergarten, nursery, special education, vocational, or any other school as a secretary. The duties may include performing general clerical tasks; transcribing from notes; stenotype, mechanical equipment or a sound-producing machine; preparing reports; receiving callers and referring them to proper persons; operating office machines; keeping records and handling routine correspondence. Nothing in this subdivision prevents a service person from holding or being elevated to a higher classification.

**Secretary III** means a person assigned to the county board office administrators in charge of various instructional, maintenance, transportation, food services, operations and health departments, federal programs or departments with particular responsibilities in purchasing and financial control or any person who has served for eight years in a position which meets the definition of "Secretary II" or "Secretary III".

**Immediate Supervisor:** Principal and/or Assistant Principal

**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:** 230 Days

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

**Expectations / Duties and Responsibilities:**

- Performs general typing and filing functions.
- Prepares routine correspondence, announcements, bulletins and other communications.
- Duplicates materials as necessary or prescribed.
- Prepares and maintains student, personnel, program and/or general files as directed.
- Assists with the collection of data and the preparation of various reports and/or other information to be disseminated within the school or to the county office, state department, community, other agencies, etc.
- Receives, processes, and distributes materials, mailings, and other information and items received in the school office.
- Receives students, parents, staff members, and guests of the school in a professional, courteous manner.
- Receives and initiates telephone communications in a professional, courteous manner, and delivers messages in an effective fashion to the appropriate party.
- Performs word processing and data processing functions, as applicable.
- Performs supportive food service duties of a clerical nature, as applicable.
- Performs specific business and fiscal functions (i.e. accounting practices, maintaining financial records for Child Nutrition Program).
- Provides financial reports to the school principal and chief school business official.
- Adheres 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 Principal and/or Assistant Principal**

**Amended:** December 6, 2016  
May 9, 2017