

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – SECRETARY III CENTRAL OFFICE

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 perform receptionist duties (answering telephone and receiving visitors) in a courteous, professional manner.
- 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.
- Knowledge of and/or training in general office procedures, secretarial skills, operation of office machines, and general accounting knowledge.
- Ability to schedule, organize and perform multiple assignments with minimal supervision.
- Computer experience required; basic skills in electronic word processing.
- Knowledge using WVEIS.

Secretary III means personnel 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 of 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.’” (Pursuant to WV Code §18A-4-8)

Immediate Supervisor: Director of Special Programs

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:

- Maintains positive work habits.
- Maintains and/or upgrade skills.
- Uses time efficiently.
- Plans and organizes effectively.
- Follows instructions.
- Protects confidential matters.
- Coordinates work with other personnel as necessary.
- Develops and uses spreadsheets and databases.
- Responsible for maintaining Medicaid records and submitting billing.
- Responsible for maintaining Special Education records.
- Types and files reports and other information for school psychologists.
- Maintains an up-to-date database on WVEIS of all students enrolled in Special Education programs.
- Prepares reports and maintains records relative to Special Education and Title I programs.
- Prepares purchase orders for Special Education and Title I.
- Prepares required reports accurately and punctually.
- General receptionist duties of greeting public, typing, filing, scheduling appointments for Director of Special Programs and School Psychologists, as well as a general understanding of the overall operation / responsibilities of the Central Office Staff.
- Sorts and distributes incoming and outgoing mail.
- Responsible for student work permits.
- Responsible for office equipment and related supplies/repairs, as well as organization of supply cabinet.
- Responsible for newspaper file.
- Assists with paperwork and data entry for the Transportation Department.
- Assists with the implementation of Board policies and applicable rules and regulations.
- 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 Director of Special Programs

Amended: December 6, 2016