

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – SECRETARY III CHILD NUTRITION AND MAINTENANCE

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, general accounting knowledge and purchasing procedures.
- Ability to schedule, organize and perform multiple assignments with minimal supervision.
- Computer experience required; basic skills in electronic word processing.

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 Child Nutrition and Director of Maintenance

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:

- Perform general clerical tasks, general secretarial functions, transcribing from notes or stenotype or mechanical equipment or a sound-producing machine, preparing reports, receiving callers and referring them to proper persons, operating office machines, keeping records, handling routine correspondence, and postings.
- Perform duties efficiently and productively.
- Assist in fostering an atmosphere that is positive and conducive to the teaching/learning process.
- Provides leadership as applicable in implementing his/her duties.
- Performs specific business and fiscal functions.
- Shows respect for fellow workers and students.
- Maintains a good attendance record.
- Keeps work area neat and engages in good safety practices.
- Follows instructions.
- Operates and cares for equipment/property appropriately.
- Uses time efficiently.
- Plans and organizes effectively.
- Complies with policies and regulations.
- Participates in staff development activities and professional growth opportunities in a meaningful manner.
- Provides requested or relevant information to his/her supervisor in a timely fashion.
- Establishes a positive relationship with other school personnel, parents, students, and patrons.
- Protects confidential matters.
- Coordinates work with other personnel as necessary.
- Receives visitors, telephone calls, and incoming mail, answering routine inquiries which do not require supervisors' attention.
- Maintains filing system for records, reports, and correspondence so that items can be retrieved quickly and efficiently when needed.
- Types, disseminates, and files reports, letters, and other forms and items as required.
- Prepares replies to correspondence and internal memorandums from dictation or on own initiative under the direction of supervisors.
- Makes appointments and assists with supervisors' schedules as required.
- Searches files and/or other sources for needed or requested information or materials.
- Prepares and duplicates materials.
- Maintains records on the maintenance of buildings and various pieces of equipment.
- Reviews outgoing documents for form accuracy and adherence to policy as required.
- Prepares employee records of attendance for signatures of supervisors and transmits necessary documents to payroll as required.
- Maintains various inventory systems.
- Assists in preparing bid documents, soliciting and reviewing quotations and bids and making recommendations for procurement.
- Prepares all department purchase orders, verifies receipt of ordered goods, checks invoices against outstanding purchase orders, and examines them for conformity to purchase order terms prior to sending requests for payment to accounts payable.
- Assists supervisors in preparing annual budget requests and budget revisions.

- Assists in monitoring the departments' budget(s).
- Assists with the implementation of Board policies and applicable rules and regulations.
- Prepares required reports accurately and punctually.
- 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 Child Nutrition and Director of Maintenance and Facilities

Amended: December 6, 2016