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Agenda #1
Special Meeting
July 7, 2015

AGENDA #1
WAYNE COUNTY BOARD OF EDUCATION
REGULAR MEETING

BOARD CONFERENCE ROOM
WAYNE, WEST VIRGINIA

July 7, 2015
6:00 P.M.

ADDENDUM

VII. Old Business

2. Approve job description for Secretary to the Personnel Department. **Pages 1-2**

Motion _____ Second _____ Vote _____

WAYNE COUNTY SCHOOLS JOB DESCRIPTION

POSITION: SECRETARY III/Certification/Switchboard

EVALUATED BY: Director of Human Resources

JOB DESCRIPTION: Performs clerical, secretarial and other duties that may be assigned by the director within the program function necessary for the effective and efficient operation of the department.
Responsible to the person or persons in charge of the program function. May do work for others but priorities are set within the established guidelines.
Has extensive internal contacts with personnel in related divisions and departments. Will have some outside contacts receiving phone calls and/or visitors from organizations outside the school system.

QUALIFICATIONS: High school diploma required
Post high school business course preferred
Must possess efficient computer skills and be familiar with Excel, WVEIS, Microsoft Outlook, and Microsoft Word
Must pass a basic qualifying test given by the Superintendent or his designee (As per Board policy.)
Must possess the ability to read and follow written directions
Must possess a high degree of communications skill
Must possess an extensive competency in typing, filing
Must possess a high degree of communications skill
Must be able to work without direct supervision
Must have excellent job performance evaluations.

LENGTH OF EMPLOYMENT: 261 Days

JOB DESCRIPTION SUMMARY:

Performs clerical, secretarial and other duties that may be assigned by the director within the program function necessary for the effective and efficient operation of the department. Responsible to the person or persons in charge of the program function. May do work for others but priorities are set within the established guidelines.
Has extensive internal contacts with personnel in related divisions and departments. Will have some outside contacts receiving phone calls and/or visitors from organizations outside the school system.

“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 personnel who have served in a position which meets the definition of “secretary II” or “secretary III” in this section for eight years

DUTIES:

1. Receives telephone calls.
2. Processes mail.
3. Collects, organizes and retains information necessary for statistical reports.
4. Orders and maintains all supplies.
5. Maintain files.
6. Completes bi-monthly attendance reports for payroll.
7. Acts as office receptionist.
8. Compiles and maintains necessary fiscal information and reports.
9. Proofreads and edits as directed.
10. Maintains positive work habits.
11. Performs other related tasks as assigned by the Superintendent, or his/her designee.