

**WAYNE COUNTY SCHOOLS
JOB DESCRIPTION**

Position: School Secretary II

Evaluated by: Building Principal/Assistant Principal

Job Description: The School Secretary II works cooperatively with the principal, assistant principal and other school staff to ensure that correspondence, reports, records, files and other activities assigned to the Secretary are addressed in an efficient and effective manner.

Qualifications: Holds a high school diploma or GED.
Holds "Secretary" classifications.
Has knowledge and skills necessary to operate a personal computer.

Length of Employment: 218-220 Days

Responsibilities: The School Secretary II shall have the following responsibilities and duties:

1. To type all letters, reports and memoranda assigned by the principal and/or assistant principal.
2. To properly file all correspondence and other relevant information in assigned areas of responsibility.
3. To use the county-approved financial computer software to maintain accurate financial records for school checking accounts, purchase orders, nutrition program, if applicable, and other programs as assigned.
4. To secure correct daily participation counts in the breakfast and hot lunch programs as assigned.
5. To receive and relay telephone messages for school staff.
6. To receive parents and guests to the school.
7. To properly use office equipment in assigned areas of responsibility.
8. To maintain all information and uphold data integrity for student static data, attendance, grading, address, and scheduling. Maintain rules for student confidentiality and student add/drop rules.
9. To assist principal in entering all purchase requisitions for county money through the software program provided.
10. To assist principal in verifying payroll data entry and employee absences through the software programs provided.
11. To perform other duties as assigned by the principal and/or assistant principal.

Work Habits: The School Secretary II shall exhibit the following work habits:

1. Maintains work habits that facilitate a positive work environment.
2. Displays knowledge within assigned area(s) of responsibility.
3. Maintains, completes and submits required reports in a timely fashion.
4. Maintains and/or upgrades skills within area(s) of responsibility.
5. Follows county rules and regulations.
6. Performs duties efficiently and productively.
7. Maintains a high quality of work.
8. Displays behaviors that enhance the development of students.

3.5 hr.

**WAYNE COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION: SECRETARY II/Switchboard/ Step 7

EVALUATED BY: Director of Service Personnel

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.
Will receive phone calls and/or visitors from employees, vendors and/or organizations relating to Step 7.

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: 220 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.
Will receive phone calls and/or visitors from employees, vendors and/or organizations relating to Step 7.

DUTIES:

1. Receives telephone calls.
2. Processes mail.
3. Processes all Step 7 purchase requests, purchase orders for Step 7 projects, and payment of Step 7 invoices by p-card for Elementary, Middle and Secondary Schools Directors.
4. Maintain files.
5. Assist when needed with Wayne County Schools Substitute Call Out System.
6. Assist with Food Service and other departments as needed.
7. Proofreads and edits as directed.
8. Maintains positive work habits.
9. Performs other related tasks as assigned by the Superintendent, or his/her designee.