

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Secretary III/Receptionist
REPORTS TO: Superintendent or Building Administrator
CLASSIFICATION: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: 240 days

COMPENSATION: Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the Director or his/ her designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: "Secretary II" means a person assigned to the county board office administrators in charge of various instructional, maintenance, transportation, food service, operations and health departments, federal programs or department 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; This job description is for Central Office Secretary III positions only. "Receptionist" means personnel employed to refer incoming calls, to assume contact with the public, to direct and to give instructions as necessary, to operate switchboard equipment, and to provide clerical assistance.

QUALIFICATIONS:

- 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.
- High School diploma or equivalent, pursuant to WV Code §18A-2-5
- Criminal background check conducted pursuant to WV Code §18A-3-10

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain confidentiality, unquestionable integrity
- Provide secretarial, bookkeeping, and administrative support
- Schedule professional trips and/or in-services
- Produce reports or process purchase orders using the district purchase order system
- Produce accurate work despite frequent interruptions
- Serve in a liaison capacity between the principal/administrator and the public
- Schedule, facilitate/coordinate and make necessary arrangements for activities and/or meetings
- Establish and maintain effective relationships with students, staff and community
- Maintain inventory of supplies and equipment
- Deal extensively with staff and community
- Keep administrator(s) informed of all aspects of building/program requirements
- Ensure that effective office procedures are established and maintained
- Prepare accurate written communications including letters, newsletters, and notices
- Prepare various reports and communication for department, as directed

- Comply with State Law and District Department policies and regulations
- Accurately prepare district, state, and federal reports from raw data, which includes generating charts and graphs on the computer, as necessary
- Cordially greet, direct, and announce visitors
- Answer phones on multiple lines, if equipped, and announce the incoming call to the receiving party before transfer, take accurate messages, and respond to inquiries appropriately
- Maintain positive work habits
- Act as a liaison between school and community
- Perform general clerical, and other duties efficiently and productively
- Maintain and/or upgrade skills
- Ensure confidentiality as provided within federal, state, and county guidelines, policies, and procedures
- Perform specific duties assigned by specific supervisor

SUPERVISORY RESPONSIBILITIES: None.

COMMUNICATION SKILLS:

- Ability to perform duties in full compliance with state and county requirements
- Ability to write accurate reports, business correspondence consistent with the duties of this position
- Ability to effectively and congenially present information and respond to questions from subordinates, administrators, staff, and general public

PHYSICAL DEMANDS: The physical demands 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 is frequently required to walk and use fingers, tools, 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 lbs. 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 the work environment is usually quiet to loud depending on the assignment of the position. The employee continuously is interacting with the public 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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The McDowell County Board of Education does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors in its employment and in the administration of any of its educational programs and activities.