

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Secretary II

REPORTS TO: Principal

CLASSIFICATION: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by McDowell County BOE

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 Principal or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: "Secretary II" means personnel employed in any elementary, secondary, kindergarten, nursery, special education, vocational or any other school as a secretary. The duties may include performing general clerical tasks, 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 and handling routine correspondence. There is nothing implied in this subdivision that would prevent the employees from holding or being elevated to a higher classification. WV §18A-4-8

ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned. The Secretary II is required to perform a variety of skilled tasks within the assigned location.

- 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 with frequent interruptions
- Serve in a liaison capacity between the building/program and the public
- Schedule, facilitate/coordinate and make necessary arrangements for

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- 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
- Greet visitors, answer phones, respond to inquiries, and accurately route messages
- Maintain positive work habits
- Act as a liaison between school and community
- Perform duties efficiently and productively
- Perform general clerical duties
- Maintain, compile and prepare attendance, payroll, financial and food service reports
- Receive, count, and deposit all school monies
- Manage food service program at school level
- Perform bookkeeping or record keeping duties
- Prepare and process requisitions
- Act as office receptionist
- Type correspondence, records, etc.
- Duplicate and copy materials as needed
- Take dictation and prepare typed copy
- Operate office machines
- Maintain and/or upgrade skills
- Insure confidentiality as provided within federal, state, and county guidelines, policies, and procedures
- Perform specific duties assigned by specific supervisor

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS:

- Demonstrate adherence to schedules; being punctual.
- Demonstrate flexibility and adjusting to change.
- Demonstrate courtesy and tactfulness in interpersonal relations.
- Demonstrate dependability.
- Demonstrate understanding and implementing responsibilities.
- Demonstrate ability to use good judgment and make good decisions.

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- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent.
- Experience or training in typing, shorthand, bookkeeping, and clerical skills.
- State competency test, if appropriate as per WV §18A-4-8e.

COMMUNICATION SKILLS:

- Must possess good command of written and spoken English grammar.
- Ability to greet the public in a friendly manner.
- Ability to take dictation and transcribe.
- Ability to effectively present information and respond to questions from administrators, staff, and general public.
- Ability to perform duties in full compliance with state and county requirements.
- Ability to write reports and complete work consistent with the duties.

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.

REASONING AND OTHER SKILLS/ABILITIES:

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.

PHYSICAL DEMANDS: *the physical demands described here 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 frequently required to sit, talk, hear, see, and use repetitive motions. While performing the duties of this job, the employee is occasionally required to lift and move up to 40 pounds without assistance. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

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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 moderate.

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 age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.

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