

Monongalia County Schools

JOB DESCRIPTION

TITLE: Secretary II and III

DEFINITION:

“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.

“Secretary III” means personnel assigned to the county board of education 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 that meets the definition of Secretary II or Secretary III for eight years.

QUALIFICATIONS:

1. High school diploma or equivalency;
2. Good communication skills; above average vocabulary, grammar, spelling, and mathematical skills; and be able to proficiently follow written and oral instructions;
3. Understanding of appropriate budgetary and bookkeeping principles and the ability to establish and maintain bookkeeping records using computer software product such as WVEIS and Excel in accordance with state and county requirements;
4. Ability to use computer software including Microsoft Office;
5. Strong ability to multi-task by prioritizing and managing several projects at once;
6. Ability to compile and type complex materials as required;
7. Awareness of and respect for the confidential nature of schoolwork;
8. Pass the approved West Virginia Service Personnel Test for Secretary; and
9. Ability to compose correspondence requiring exercise of judgment and originality.

REPORTS TO: Building Administrator

JOB GOAL: To provide efficient administrative support of the office, while ensuring a helpful and welcoming atmosphere for students, staff, and visitors, so that the maximum positive impact on the education of children can be realized.

CONTRACT TERM: 220 days or 261 days. Salary will be established by the Monongalia County Board of Education on an annual basis.

EVALUATION: Job performance will be evaluated in accordance with the Monongalia County Board of Education Staff Evaluation Policy.

ESSENTIAL JOB FUNCTIONS:

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1. Administrative Support:
 - a. Answering phone calls, emails, and handling inquiries from students, parents, and staff.
 - b. Demonstrating efficient, friendly, and helpful public relations when dealing with parents, the public, and other school personnel (in person and on the phone).
 - c. Greeting visitors and ensuring they sign in properly.
 - d. Screening visitor identification and creating visitor badges.
 - e. Ensuring the office remains organized and presentable.
 - f. Ensuring that office supplies are stocked and ordering new supplies when needed.
 - g. Operating office equipment, including printers, copiers, and computers.
 - h. Managing appointments, meetings, and schedules for school administrators.
 - i. Maintaining school records, including attendance.
 - j. Maintaining school's comprehensive electronic perpetual inventory. Include close monitoring and tracking of additions, deletions, and pertinent data (cost, source, serial number, location, etc.)
2. Student Services:
 - a. Handling student attendance records and ensuring accurate reporting.
 - b. Assisting with student enrollment and withdrawals.
3. Data Entry & Filing:
 - a. Inputting student data into WVEIS.
 - b. Organizing and maintaining physical and electronic filing systems.
 - c. Ensuring the confidentiality and security of student and staff records.
4. Financial Support:
 - a. Creating requisitions and orders; reconcile with invoice upon delivery.
 - b. Serving as the fiscal clerk for the school.
 - c. Maintaining accurate and comprehensive financial records in accordance with state and county requirements.
 - d. Generating and maintaining all financial reports in a thorough and timely fashion according to practice.
 - e. Complete and verify payroll.
5. Handling Mail and Packages:
 - a. Sorting and distributing incoming and outgoing mail.
 - b. Managing deliveries and arranging for packages to reach the appropriate recipients.
6. Event Coordination:
 - a. Assisting with the planning and coordination of school events, such as meetings and extracurricular activities.
7. Staff Support:
 - a. Assisting teachers and staff with clerical tasks.
 - b. Greeting and assisting substitute personnel.
8. Other duties as assigned by administration.

NON-ESSENTIAL JOB FUNCTIONS:

1. Maintain positive work habits.

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2. Perform duties efficiently and productively.
3. Maintain and upgrade skills.
4. Maintain a clean and orderly work area.
5. Maintain positive public and employee relations.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment described here is 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.

While performing the duties of this job, the employee is exposed to inside conditions, heat and air conditioning.

JOB DESCRIPTION REVIEW: This job description will be reviewed annually.

All job descriptions will contain the information and facts considered to be essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all of the work required to be performed.