

Secretary I

Job Description

1. Job Description per WV Code

"Secretary I" means a person employed to transcribe from notes or mechanical equipment, receive callers, perform clerical tasks, prepare reports and operate office machines.

2. Job Duties of a Secretary I

A secretary's duties and responsibilities shall be designated by the building principal according to the school's needs and in keeping with the statutory secretary classification definition.

The following is a non-exhaustive list of secretary duties which may be assigned to a Secretary I: filing papers (including electronic filing/scanning); typing/keyboarding; answering phones; reviewing and responding to email; drafting emails as directed; referring phone calls to appropriate individuals; taking messages; acting as a receptionist to school office visitors; maintaining/updating school records; copying records; using office machines (including but not limited to computers, public address system, copying machine, etc.); reproducing documents for other school personnel; drafting simple reports as directed; preparing travel expense statements; inspecting/recording materials and supplies received by school; processing incoming mail and outgoing mail; filling out forms; and other secretarial duties as may be assigned by the building principal/supervisor.

All school personnel shall conduct themselves in a manner consistent with the Employee Code of Conduct (State Board Policy 5902), demonstrate loyalty, and regard all school business and student records as confidential except when otherwise directed by the principal, immediate supervisor and/or superintendent as permitted by state and federal law.

3. Terms of Employment – 200-240 days annually

4. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of service personnel. (Policy 4220)

Adopted: 3/18/14

Secretary II
Job Description

1. Job Description per WV Code

“Secretary II” means a person employed in any elementary, secondary, kindergarten, pre-school, special education, vocational, or any other school as a secretary. The duties may include performing general clerical tasks; transcribing from notes; stenotype, 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. Nothing in this subdivision prevents a service person from holding or being elevated to a higher classification.

2. Job Duties of a Secretary II

A secretary's duties and responsibilities shall be designated by the building principal according to the school's needs and in keeping with the statutory secretary classification definition.

The following is a non-exhaustive list of secretary duties which may be assigned to a Secretary II: organizing the daily operations of the school office; filing papers (including electronic filing/scanning); typing/keyboarding; basic bookkeeping (financial data entry); reconciling financial accounts (adding and subtracting); answering phones; reviewing and responding to email; drafting emails as directed; referring phone calls to appropriate individuals; taking messages; acting as a receptionist to all persons entering the school office; maintaining/updating school records; copying documents; using office machines (including but not limited to computers, public address system, telephone, copying machine, etc.); drafting reports as directed; preparing travel expense statements as directed by the principal, maintaining supervisor's appointments/work calendar; inspecting/recording purchased materials and supplies which are delivered to the school; ordering materials and supplies; processing requisitions/purchase orders; receipting cash and checks; preparing deposit slips, depositing checks/cash in depository bank; maintaining petty cash accounts; processing/reviewing incoming mail and outgoing mail as directed; proofreading/correcting documents; filling out forms; and other secretarial duties as may be assigned by the building principal.

All school personnel shall conduct themselves in a manner consistent with the Employee Code of Conduct (State Board Policy 5902), demonstrate loyalty, and regard all school business and student records as confidential except when otherwise directed by the principal and/or superintendent as permitted by state and federal law.

3. Employment Terms: 200-240 days.

4. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of service personnel. (Policy 4220)

Adopted: 3/18/14

Secretary III

Job Description

1. Job Description per WV Code

"Secretary III" means a person 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 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."

2. Correction of Former Erroneous/Antiquated Job Description.

This job description is being adopted to correct errors in the prior Secretary III job description, which had been transposed with the Executive Secretary job description.

2. Job Duties of a Secretary III

A secretary's duties and responsibilities shall be designated by the county board administrator (or building principal) according to the school system's needs and in keeping with the statutory secretary classification definition.

The following is a non-exhaustive list of secretary duties which may be assigned to a Secretary III: organizing the daily operations of the school office/administrator's office; filing papers (including electronic filing/scanning); typing/keyboarding; basic bookkeeping (financial data entry); reconciling financial accounts (adding and subtracting); answering phones; reviewing and responding to email; drafting emails as directed; referring phone calls to appropriate individuals; taking messages; acting as a receptionist to all persons entering the school/administrator's office; maintaining/updating records; copying documents; using office machines (including but not limited to computers, public address system, telephone, copying machine, etc.); drafting reports as directed; preparing travel expense statements as directed; maintaining supervisor's appointments/work calendar; inspecting/recording purchased materials and supplies; ordering materials and supplies; processing requisitions/purchase orders; receipting cash and checks; preparing deposit slips, depositing checks/cash in depository bank; maintaining petty cash accounts; processing/reviewing incoming mail and outgoing mail as directed; proofreading/correcting documents; filling out forms; and other secretarial duties as may be assigned by the principal/administrator.

All school personnel shall conduct themselves in a manner consistent with the Employee Code of Conduct (State Board Policy 5902), demonstrate loyalty, and regard all school business and student records as confidential except when otherwise directed by the administrator and/or superintendent as permitted by state and federal law.

4. Terms of Employment – 200-240 days

5. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of service personnel. (Policy 4220)

Adopted: 3/18/14

Executive Secretary

Job Description

1. Job Description per WV Code.

"Executive secretary" means a person employed as secretary to the county school superintendent or as a secretary who is assigned to a position characterized by significant administrative duties.

2. Correction of Former Erroneous/Antiquated Job Description.

This job description is being adopted to correct errors in the prior Executive Secretary job description which contained language inconsistent with the WV Code definition for Executive Secretary, which had been transposed with the Secretary III job description.

3. Significant Administrative Duties.

Only the following Lincoln County Schools central office administrative positions are characterized by significant administrative duties: Superintendent, Assistant Superintendent, and Treasurer (chief business official).

4. Job Duties of an Executive Secretary.

An executive secretary's duties and responsibilities shall be designated by the central office administrator to whom he/she is assigned, in keeping with the statutory definition for an executive secretary.

The following is a non-exhaustive list of secretary duties which may be assigned to an Executive Secretary: attend all school board meetings to take careful notes of the proceedings and to operate recording equipment as needed; prepare preliminary and final drafts of school board meeting minutes; prepare drafts of school board agenda; organizing the daily operations of the administrator's office; filing papers (including electronic filing/scanning); typing/keyboarding; basic bookkeeping (financial data entry); reconciling financial accounts (adding and subtracting); answering phones; reviewing and responding to email; drafting emails as directed; referring phone calls to appropriate individuals; taking messages; acting as a receptionist to visitors to the administrator's office; maintaining/updating office/department records; copying records; using office machines (including but not limited to computers, public address system, copying machine, etc.); drafting reports as directed; preparing travel expense statements; maintaining supervisor's appointments/calendar; inspecting/recording materials and supplies received; ordering materials and supplies; processing requisitions/purchase orders; preparing deposit slips; depositing checks/cash in depository bank; maintaining petty cash accounts; processing incoming mail and outgoing mail; proofreading/correcting documents; filling out forms; and other secretarial duties as may be assigned by the administrator to whom the Executive Secretary is assigned.

All school personnel shall conduct themselves in a manner consistent with the Employee Code of Conduct (State Board Policy 5902), demonstrate loyalty, and regard all school business and student records as confidential except when otherwise directed by the superintendent or other central office administrator as permitted by state and federal law.

5. Terms of Employment - 200-240 days annually
6. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of service personnel. (Policy 4220)

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