



**GRANT COUNTY SCHOOLS**  
204 Jefferson Avenue  
Petersburg, WV 26847  
304-257-1011/FAX 304-257-2453

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## **JOB DESCRIPTION**

### **JOB TITLE: Executive Secretary**

**Supervisors:** Superintendent and Assistant Superintendent

#### **Qualifications:**

- High School Diploma or GED
- Hold or qualify for Secretary Classification according to WV Code
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

#### **WV Code 18A-4-8**

Executive Secretary: 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;

It is the responsibility of the Executive Secretary to provide administrative and clerical support for the Superintendent and Assistant Superintendent.

#### **PERFORMANCE STANDARDS**

Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

Performing duties efficiently and productively

1. Work judgments.

2. Planning and organizing.
3. Quality of work.
4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

**Duties/Responsibilities**

1. Provides secretarial, bookkeeping and administrative support for the Secretary of the Board of Education
  1. Attends all Board Meetings
  2. Records minutes
  3. Types Board Agenda
2. Maintains confidentiality, unquestionable integrity.
3. May be responsible for scheduling of professional trips and/or in-services.
4. Ability to produce reports or process purchase orders using the county accounting system.
5. Can produce accurate work with frequent interruptions.
6. May schedule the facilities/coordinate and make necessary arrangements for activities and/or meetings.
7. Establishes and maintains effective relationships with students, staff and community.
8. Maintains inventory of supplies and equipment.
9. Deals extensively with staff and community.
10. Ensures that effective office procedures are established and maintained.
11. Prepares accurate written communications including letters, newsletters and notices.
12. Other responsibilities as assigned by the Superintendent/Assistant Superintendent