



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Secretary II

Supervisors

Principal/Director

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

Secretary II: person 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, 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;

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. Adheres to the Grant County Schools Employee Handbook and the Employee Code of Conduct
2. Maintains confidentiality, unquestionable integrity.
3. Provides secretarial, bookkeeping and clerical support.
4. May be responsible for scheduling of professional trips and/or in-services.
5. Ability to produce reports or process purchase orders using the county accounting system.
6. Produce accurate work with frequent interruptions.
7. May schedule the facilities/coordinate and make necessary arrangements for activities and/or meetings.
8. Establishes and maintains effective relationships with students, staff and community.
9. Maintains inventory of supplies and equipment.
10. Deals extensively with staff and community.
11. Keeps administrator(s) informed of all aspects of building/program requirements.
12. Prepares accurate written communications including letters, newsletters and notices.
13. Schedules and organizes for meetings, events, and other school activities;
14. Designs forms as needed;
15. Inspects, verifies, and processes documents, such as requisitions, invoices, and checks;
16. Files materials, maintains classified or confidential files, transfers records to inactive files, and maintains incoming and outgoing correspondence;
17. Designs, implements, and accesses files and filing system;
18. Orders books, periodicals, and school supplies;
19. Places and receives telephone calls;
20. Prepares payroll records (assists in maintaining time sheets for personnel and be responsible for expediting them to the finance office);
21. Composes, types, and processes correspondence;
22. Inputs data into the computer;
23. Advises cooks of the appropriate number of persons eating;
24. Utilizes computerized point of service program to fulfill reporting requirements of school lunch program;
25. Receives cost payments from non-students for meals sold, post, and balance. Collects and records lunch program payments to each student account;
26. Maintains all applicable food service files as required by county policy and state and federal regulations;
27. Demonstrates behavior that reflects established professional responsibilities (i.e., attendance, punctuality, professional dress, and verbal/nonverbal communication);
28. Prepares accurate county, state, and federal reports from raw data;
29. Greets visitors, answers phones, responds to inquiries, and accurately routes messages;
30. Develops a positive relationship with students, staff, and community;
31. Maintains and /or upgrades skills;
32. Performs duties efficiently and productively;
33. Maintains positive work habits;
34. Performs duties as assigned by immediate supervisor(s).