

**SUMMERS COUNTY SCHOOLS
116 MAIN STREET
HINTON WV 25951
304-466-6000**

(Please Post)

TO: All Interested Persons
FROM: Adam Coon, Director of Personnel
SUBJECT: Notice of Service Personnel Vacancy
DATE: July 07, 2021

The Summers County Board of Education has a vacancy for a **Secretary III** and is now accepting applications for this position.

POSITION: Secretary III at Board of Education Office

QUALIFICATIONS:

- **Must have passed or be able to pass competency tests pursuant to 18A-4-8e.**
- **High School graduate or equivalent. Applicant must meet the qualifications outlined in the Summers County Job Description Handbook. Applicants will be considered in accordance with 18A-4-8b.**
- **Applicant must pass criminal background check conducted pursuant to Summers County Board of Education Policy IV-G-4.**
- **Applicant must pass a drug test conducted pursuant to Summers County Board of Education Policy IV-H-1.**

SALARY: State Scale

TERM: 240 days

APPLICATION PROCEDURE:

Must submit application no later than 3:00 p.m. on July 13, 2021 to:

Adam Coon, Director of Personnel
Summers County Schools
116 Main Street
Hinton WV 25951
arcoon@k12.wv.us

DISCRIMINATION PROHIBITED

As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Dr. Linda Knott, Title IX and Section 504 Coordinator, Summers County Board of Education, 116 Main Street, Hinton WV 25951, phone 466-6006; to the State Elimination of Sex Discrimination Project Coordinator, phone 558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, 1-800-421-3481.

**SUMMERS COUNTY BOARD OF EDUCATION
JOB DESCRIPTION
Secretary III (Board Office)**

QUALIFICATIONS:

1. High School Graduate
2. Successful completion of State Development Skills Test
3. Type 50 words per minute

RESPONSIBLE TO: Superintendent

JOB RESPONSIBILITIES:

1. Maintain positive work habits and professional attitude at all times
2. Perform duties efficiently and productively
3. Maintain and/or upgrades skill
4. Maintain a filing system
5. Enter, maintain, and retrieve computerized documents.
6. Operate office machines such as computer, copier, fax machine, etc.
7. Practice good safety habits
8. Maintain confidentiality as required by the position
9. Dress in a professional manner
10. Child Nutrition
11. Special Education
12. Homebound
13. Pre-K
14. Attendance
15. Medicaid Billing
16. Transcript Dissemination
17. Student Insurance
18. Work permits
19. Correspondence for other directors as needed
20. Run and distribute forms as needed
21. Perform duties of other Central Office secretaries, in their absence, as directed by the Superintendent or designee.
22. Perform any and all other job related duties as assigned by Central Office Directors and Superintendent.