



GILMER COUNTY SCHOOLS NOTICE OF VACANCY

POSITION: Job Description-Secretary

QUALIFICATIONS:

- High School Graduate or GED
- Successfully pass State mandated test for Secretaries
- Hold classification title in categories of employment or meet the definition of the job title(s) pursuant to WV Code 18A-4-9c
- Possess the knowledge, skills and ability to successfully carry out responsibilities of the position.

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

- * Screen, welcome and greet all visitors to the school, determine needs and direct or escort to proper area.
- * Receive and route all incoming calls as appropriate – take messages as needed
- * Receive and sort all incoming mail, parcels and other deliveries
- * Performs all normal office routines, including:
 - * Screen all student office referrals and route accordingly to proper personnel
 - * Complete any necessary correspondence, reports and notices
 - * Obtain, gather and organize pertinent data as needed and put it into usable form
 - * Be able to use and maintain all forms of electronic/social media
 - * Provide support for student scheduling and related activities
 - * Perform any record keeping tasks associated with the position
- * Receive school lunch payments
- * Maintain a schedule of appointments and make arrangements for conferences and interviews
- * Operate computers, calculators, copiers, facsimile machines and other office machines
- * Maintain positive communication flow with all school staff, students and parents
- * Display positive, congenial demeanor and proactive work habits
- * Maintain confidentiality in all matters
- * Perform other job-related duties as assigned by Principal