

CABELL COUNTY PUBLIC SCHOOLS JOB DESCRIPTION

TITLE: Executive Secretary

LOCATION: Central Office
Information Systems Department

REPORTS TO: Coordinator of Information Systems

EMPLOYMENT TERM: 261 Days

SALARY SCHEDULE: G-1

JOB GOAL: To carry out all job responsibilities in the Information Systems Department, including serving as the WVEIS County Contact-designate when the County Contact is unavailable. Assist the Coordinator and school personnel to promote and improve the efficiency and productivity of the Information Systems Department.

QUALIFICATIONS:

1. High school diploma or its equivalent.
2. Ability to perform multiple office operations in a highly organized, accurate, systematic, productive and professional manner.
3. Must demonstrate a working knowledge of WVEIS/OnePoint software for student management.
4. Working knowledge of basic data structure, especially as that applies to WVEIS and the ability to query information for other departments.
5. Must demonstrate a working knowledge of software applications including, but not limited to, Microsoft Word and Microsoft Excel.
6. Ability to comprehend and retain a working knowledge of policies, regulations and laws as it pertains to job duties and responsibilities at both the county, state, and federal levels.
7. Good oral and written communication skills.
8. Ability to handle confidential information with extreme care and must sign a "Confidentiality Statement."
9. Work cooperatively with others; demonstrate tact and courtesy when dealing with staff and the public.
10. Ability to work independently on job responsibilities and assignments.
11. Exhibit the ability to grasp new knowledge and improve technological skills.
12. Able to identify problems and think creatively to solve problems and improve operations.
13. Demonstrate experience and proficient use of computers and technological equipment used by Information Systems.

14. Ability to work under stressful circumstances including deadlines and interruptions.
15. Ability to ensure proper care, protection, maintenance, and use of supplies, equipment and property.
16. Demonstrate good attendance.
17. Maintain an organized, neat and attractive workstation.

JOB RESPONSIBILITIES:

1. Work cooperatively with school, county, and WVDE personnel to communicate information to and from WVEIS users in an accurate, professional and efficient manner.
2. Learn and use various software packages as needed by Information Systems department.
3. Learn and use various technology devices as used by Information Systems department.
4. Train, or assist in training, users of WVEIS, WVEIS-CIMS, and other software programs supported by the Information Systems department.
5. Develop reference guides and flowcharts as needed to provide guidance for Cabell County Schools users.
6. Assist with the operation of WVEIS software support to all schools as designated by supervisor.
7. Review data errors weekly and assist end users in resolving those errors.
8. Gain a working knowledge of query software including, but not limited to, the ability to construct new queries, edit existing queries, and troubleshoot problems as they arise.
9. Design and maintain queries to retrieve information from WVEIS records to fulfill the data compilation and evaluation needs of WVEIS users.
10. Assist the Coordinator of Information Systems in performing the duties of the WVEIS County Contact.
11. Serve as a County Contact-designate should the Coordinator be unavailable/unreachable.
12. Identify problems and work with the Coordinator to implement solutions in the department, office, and/or schools.
13. Assist in other services and tasks provided by the department including general secretarial duties, mailings, data entry, department web site maintenance, and answering telephone.
14. Assist with the responsibility of making employee badges or student ID badges.
15. Assist with maintaining proper inventory of supplies and material as used by the CIS Department.
16. Must be flexible with lunch, breaks or any leave, as necessary, to ensure deadlines are met and the goals of the Information Systems Department are accomplished.

17. Become familiar and be able to locate documentation regarding county, state, and federal policy and law relating to the services offered by the Information Systems Dept, in particular FERPA and COPPA regulations.
18. Attend and participate in staff development activities.
19. Strive to improve knowledge and skills required for the position.
20. Assure confidentiality of any personnel or student information.
21. Adhere to all rules, policies, procedures and regulations.
22. Cross train on other functions of the Technology Department as needed.
23. Perform other duties as may be assigned by the Coordinator.

Updated 5/11/2026