CABELL COUNTY SCHOOLS
Job Description

TITLE: Secretary II/III – Elementary, Middle & High
REPORTS TO: Principal/Business Manager/Treasurer of Cabell County Schools
SALARY SCHEDULE: E/F
TERM OF EMPLOYMENT: 200, 205, 210, 213, 220, 225, 235 or 240 days

RESPONSIBILITIES:

1. Serve as a receptionist and act as a liaison between the public, school community, staff and Principal's office.
2. Exhibit positive communication skills in handling and directing telephone calls and greeting visitors to the building.
3. Operate office machines, including but not limited to computer, FAX, calculator, copy and laminating machines.
4. Assist staff, Faculty Senate, Clubs, Athletic department, and all other programs assigned by the Principal with the preparation of Purchase orders.
5. Record budget allocations and expenditures, write and record requisitions and keep track of monies and accounts to insure proper expenditures and payments.
6. Receive and deposit monies, manage computerized lunch programs, general and athletic accounts in a timely and expeditious manner; completing account procedures in accordance with district policies and procedures. Assure all accounts balance with bank statement at the end of every month.
7. Compile, prepare, channel and file reports for the central office and state department; complete tax forms, records, lists, correspondence and any other paperwork as deemed necessary by the school Principal.
8. Complete payroll for all staff members using TSSI.
9. Order, maintain and distribute supplies as needed and maintain up-to-date inventory of equipment and materials.
10. Assist with preparation of requisitions of textbooks.
11. Distribute mail and packages accordingly.
12. Assure confidentiality of information relative to students, parents, teachers, and other school matters.
13. Provide excellent customer service to students, staff, and visitors.
14. Perform any other related duties assigned by Principal.

QUALIFICATIONS:

1. Meet employment standards for the position, including high school diploma or GED and classification of Secretary II/III.
2. Ability to perform multiple office operations in a highly organized, accurate, systematic, productive, and professional manner.
3. Ability to comprehend and retain a working knowledge of school and Cabell County Board of Education policies and regulations.
4. Ability to perform filing tasks, and organize information and materials in a uniform and accurate manner.
5. Possess good oral and written communication skills.
6. Must be efficient, conscientious and dependable, and have demonstrated good attendance.
7. Dress professionally and display and neat and appropriate appearance.
8. Maintain a neat, organized and clean work station.
9. Must demonstrate proficient use of:
    - Computerized Lunch Program
    - School Accounting System (Schoolfunds Online)
    - WVEIS containing student attendance, staff payroll (TSSI) and office vision
    - Microsoft Office 365

Qualifications and Responsibilities vary dependent upon school level, i.e. elementary, middle or high school.

Revised 4/10/2015