

Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149

Posting Reference # 19-788

ATTENTION: SERVICE PERSONNEL

NOTICE OF VACANCY

- POSITION:** Summer Secretary II
- POSTING DATE:** April 16, 2024
- DEADLINE FOR APPLICATION:** April 22, 2024 at 3:00 p.m.
- LOCATION:** Tyler Consolidated, secretary will provide services for all schools.
- QUALIFICATIONS:** Applicants will be considered according to the attached *“Order of Consideration.”*
- REQUIRED COMPETENCIES:**
1. Demonstrate considerable knowledge of business English.
 2. Be able to exercise good judgment to reach decisions independently and quickly when necessary.
 3. Be able to carry out complex oral and written directions with a minimum of supervision.
 4. Be competent in using the computer for student enrollment, providing student transcripts, provide proof of enrollment, answering phones, answering door, managing deliveries, locating students, teachers and staff of summer activities using WVEIS, completing other office tasks using the computer.
 5. Pass the state competency exam for Secretary.
- RESPONSIBILITIES:** See the attached job description
- TERMS OF EMPLOYMENT:** The successful candidate will be issued a contract for June 3, 2024/ July 29, 2024. **June 19 and 20, 2024 and July 4, 2024 are excluded from contract and are unpaid days.**
- COMPENSATION:** Per Tyler County Schools’ Salary Schedule adjusted for years of verifiable experience and college hours earned.

PROCEDURES FOR APPLICATION:

Directions to apply through our district website:

1. Go to <http://www.tylercountypublicschools.com>
2. Go to Employment
3. Click Application Documents
4. Complete the Universal Application, Bid Form, Reference Forms, and Disclosure Information

Tyler County Employees must complete the Bid Form only

Send all application materials to:

Tricia Feldmeier, Director of Human Resources
Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149

NOTE: Current employees will only need to submit the appropriate bid form unless the candidate has updated information to be considered by the hiring committee.

EQUAL EMPLOYMENT OPPORTUNITY:

Equal employment opportunity will be granted to all persons regardless of race, religion, color, sex, national origin, or handicapping conditions and no discrimination based upon such factors will be made in the salary, demotion, transfer, or termination of any employee.

JOB DESCRIPTION
SECRETARY II

Organize, schedule, and prepare materials for meetings.

Maintain supervisor's appointment calendar.

Answer telephone and screen incoming calls.

Deal with difficult situations and persons.

Order and stock supplies.

Perform bookkeeping and financial activities, i.e., balance books, balance bank statement, make bank deposits, etc.

Maintain daily and monthly school nutrition program activities, i.e., entering snacks into computer, reconciling, creating lunch bills, depositing, etc.

Maintain files

Maintain all student records, i.e., student transcripts, permanent record cards, absentee and tardy lists, etc.

Maintain payroll and personnel attendance records.

Type and proofread correspondence, reports, charts, expense forms, booklets, purchase orders, business forms, certificates, etc.

Enter information data into the computer and maintain and retrieve files from disks.

Operate office machines, i.e., computer and software, duplicating machine, calculator, fax machine, etc.

Enter and retrieve information and data from the West Virginia Education Information System (WVEIS) as it relates to the job.

Practice good safety habits and have knowledge of basic first aid.

Conduct one's self in a positive, professional manner at all times.

Dress should be professional and appropriate to the position.

Maintain confidentiality as required by the position.

Perform other tasks and assume other duties and responsibilities as the immediate supervisor may assign.

Evaluation:

Performance will be evaluated on a formal basis annually in accordance with state and county policy.

ORDER OF CONSIDERATION

Special Summer Seniority Note:

“An employee who was employed in any service personnel job or position during the previous summer shall have the option of retaining the job or position if the job or position exists during any succeeding summer.”

Source: West Virginia Code 18-5-39

According to WV Code §18A-4-8b, amended and passed by the Legislature on April 11, 2009, effective on July 10, 2009, any job openings for school service personnel shall be filled based on seniority, qualifications, and evaluations of past service in the following order:

- Regularly employed service personnel who hold a classification title within the classification category of the vacancy;
- Service personnel on the preferred recall list who have held a classification title within the classification category of the vacancy;
- Regularly employed service personnel who do **not** hold a classification title within the classification category of the vacancy;
- Service personnel on the preferred recall list who have **not** held a classification title within the same classification category as the vacancy;
- Substitute service personnel who hold a classification title within the same classification category as the vacancy;
- Substitute service personnel who do **not** hold a classification title within the same classification category as the vacancy; and
- New service personnel.

WV Code §18-A-4-8b = Qualifications shall mean that the applicant holds a classification title in his or her category of employment and must be given first opportunity for promotion and filling vacancies.

* Employees placed upon preferred recall list as a result of a Reduction in Force (RIF) shall be recalled to any position opening by the County Board within classification(s) where they had previously been employed, or to any lateral position for which the employee is qualified or to a lateral area for which an employee has certification and / or licensure.

WV Code §18A-4-8g = Service personnel who are employed in a classification category at the time when a vacancy is posted in the same classification category of employment shall be given first opportunity to fill such vacancy.

Seniority acquired within different classification categories shall be calculated separately, that when a school service employee makes application for a position outside of the classification currently held, if the vacancy is not filled by an applicant within the classification category of the vacancy, the applicant shall combine all regular employment seniority acquired for the purpose of bidding on the position.

DISCRIMINATION PROHIBITED: The Tyler County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, age, and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Tricia Feldmeier, Title IX Coordinator, Tyler County Board of Education, P.O. Box 25, Middlebourne, WV 26149, telephone number 304-758-2145; or o Melinda Walton, Section 504 Coordinator, Tyler County Board of Education, P.O. Box 25, Middlebourne, WV 26149, telephone number 304-758-2145, or to the U.S. Department of Education’s Director of the Office for Civil Rights, telephone 215-596-6795.