

**WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION
JOB POSTING**



Secretary

SALARY: Per Wood County Schools Salary Schedule

BENEFITS:

Social Security	Worker's Compensation
Dental Insurance	Retirement
Medical Insurance	Unemployment Compensation
Life Insurance	
Liability Insurance	
Paid Sick Leave	
Paid Personal Leave	

TITLE: Secretary

REPORTS TO: WVSSAC Executive Director

JOB GOAL: To assure the smooth and efficient operation of the office of the West Virginia Secondary School Activities Commission (WVSSAC) To provide support and assistance to the commission's member schools. To successfully perform all duties as assigned by the Executive Director and/or Assistant Executive Directors.

QUALIFICATIONS:

The successful applicant for this position shall show evidence of:

- A minimum education of a high school diploma.
- Ability to accurately transcribe from a recording and type the content within a minimum time frame to where it is mailable and correct.

- Attend and take minutes during all Board of Director meetings and prepare typed minutes of those meetings summarizing as necessary to provide an accurate accounting of the proceedings at the meeting.
- Knowledge of correct usage of grammar, business English and spelling as demonstrated through writing skills and speaking skills.
- Computer skills to include competency in word processing, data management and spread sheets.
- Ability to understand and follow written and oral instructions.
- Ability to construct high quality letters given a minimum amount of instruction.
- Skill in the practice of good public relations with the ability to establish an effective working relationship with board members, staff members, school personnel, and the public.
- Ability to listen to people on the phone or in person who have a complaint and respond to them in a kind and knowledgeable way redirecting them when necessary.
- Thorough knowledge of good office practice.
- An outstanding attendance record in their current position.
- Any additional combination of training and experience which would lead to successful employment.

ESSENTIAL FUNCTIONS OF THE JOB:

- Perform the usual office routines and practices associated with a busy, yet productive and smoothly run office.
- Take and transcribe dictation of various types, including correspondence, reports, notices, and recommendations.
- Maintain a regular filing system and process incoming correspondence as instructed.
- Welcome visitors and arrange for their comfort and screen unexpected callers in accordance with pre-determined policy.
- Place and receive telephone calls and record messages.
- Send written communication to member schools as needed
- Obtain, gather, and organize pertinent data as needed and put it into usable form.
- Order and maintain supplies as needed.
- Operate all business machines available in the office.
- Give public notice and attend all meetings of the Board.
- Prepare any special meeting notices in the appropriate timeline.
- Prepare all meeting notices, agendas, and minutes for the WVSSAC
- Prepare acknowledgement letters for scholarship winners.
- Prepare full and accurate minutes of all meetings of the Board, maintain these minutes in an official Minute Book, and retrieve information from Board minutes.
- Disseminate the minutes from the previous meeting to the Board prior to the next meeting.

- Assist in the coordination of items in preparation of agendas setting forth all known items of business to be considered at Board meetings and deliver or send agendas to Board members three days prior to meeting.
- Write necessary follow-up letters following Board action.
- Maintain positive work habits.
- Perform duties efficiently and productively.
- Maintain and/or upgrade skills.
- Establish and maintain effective working relationships with other employees and the public.
- Update/revise WVSSAC publications, including, but not limited to the Interscholastic, Coaches' Packets, Sports Medicine Packet, Officials' Packets, etc.
- Prepare scholarship information to send to schools according to established deadlines
- Utilize Track Wrestling software program to maintain wrestling reports and other pertinent information
- Open mail and distribute to appropriate staff
- Update the WVSSAC website content as needed
- Update and print Courtesy and Identification cards for member schools
- Work collaboratively with Assistant Executive Director in charge of Coaches' Education to assist in setting up classes, assisting with registration, ordering materials, etc.
- Use publication software to print and update brackets for all state tournaments
- Prepare draft copy of state tournament programs for printer. Communicate with schools to ensure all information is received in timely manner.
- Assist other secretarial staff with gathering office paper and cans and take to recycling center.
- Perform all other duties as may be assigned by the Executive Director and/or Assistant Executive Directors

Send Resume and Letter of interest to: Attention: anna.brown@wvssac.org

Resume must include:

Work Experience

3 references

Deadline for applications: June 10 ,2024