

Posting Date: May 15 – 19, 2017

**WAYNE COUNTY PUBLIC SCHOOLS
SERVICE PERSONNEL JOB POSTING**

If you desire consideration for a posted service vacancy, complete the Service Personnel Bid form. The posting deadline is at **4:00 pm** on the last day of the posting period. The job posting Bid form is available at the front desk of the Wayne County Board of Education, any county school, or the personnel office. The posting of vacancies is for the purpose of informing personnel of available opportunities and the application for such a position does not constitute any offer or guarantee of selection as noted on the job posting. The selection of an individual to fill any service personnel position is based on seniority, qualifications and evaluations of past service as stated in WV state law 18A-4-8b. Detailed job descriptions are available from the Personnel Dept. Service Division. **Contact the administrator at the location in question to help you understand the responsibilities for the position.**

2017-2018 School Year

<u>Classification Title/Location/ Contract Days</u>	<u>Job#</u>	<u>Posting Dates</u>		<u>Additional Posting Information</u>	
Secretary II, 8 hr, Vinson Middle, 220 days Pay Grade: E Salary: \$100.25 - \$166.25 per day	SS17-151	05/15/17 8:00 AM	05/19/17 4:00 PM	Qualifications: High school diploma required Post high school business course preferred Must possess efficient computer skills and be familiar with Excel, WVEIS, Microsoft Outlook, and Microsoft Word Must pass a basic qualifying test given by the Superintendent or his designee (As per Board policy.) Must possess the ability to read and follow written directions Must possess a high degree of communications skill Must possess an extensive competency in typing, filing Must possess a high degree of communications skill Must be able to work without direct supervision Must have excellent job performance evaluations.	See Job Description
Secretary II, 3.5 hr, Central Office, 6:00am – 9:30am, 220 days Pay Grade: E Salary: \$50.13 - \$83.13 per day	SS17-152	05/15/17 8:00 AM	05/19/17 4:00 PM	Qualifications: High school diploma required Post high school business course preferred Must possess efficient computer skills and be familiar with Excel, WVEIS, Microsoft Outlook, and Microsoft Word Must pass a basic qualifying test given by the Superintendent or his designee (As per Board policy.) Must possess the ability to read and follow written directions Must possess a high degree of communications skill Must possess an extensive competency in typing, filing Must possess a high degree of communications skill Must be able to work without direct supervision Must have excellent job performance evaluations.	See Job Description

Revised 4-6-15

***Salary Schedule varies depending upon education, classification, and years of experience.**