Position: Secretary III - Board of Education Office

Qualifications: Secretarial classification in Clay County School District. (Out of classification applicants for a secretarial position will be required to successfully pass the state secretarial test)

Job Description: Responsible for all reports involving food service, permanent record card, federal programs, transportation, certification and other duties assigned by the Superintendent.

Terms of Employment: 240 days

Compensation: State basic salary for classification with experience and education increments

Dates of Posting: August 10, 2016 - August 16, 2016

Apply in writing to Kenneth Tanner, Superintendent of Schools, Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in Central Office by 3:00 p.m., on Tuesday, August 16, 2016. If mailing or faxing bid, please contact the office to confirm receipt of bid at 587-4266.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discrimination on the basis of race, sex, national origin, physical handicap, or age.