

DATE OF APPLICATION: _____

**LEWIS COUNTY SCHOOLS
APPLICATION FOR EMPLOYMENT
CLERICAL**

NAME _____

ADDRESS _____

PRIMARY PHONE# _____ CELL # _____

EDUCATION

Please indicate the highest level of education completed:

___1 ___2 ___3 ___4 ___5 ___6 ___7 ___8 ___9 ___10 ___11 ___12

___ GED Certificate ___ Some College ___ BS ___ MA ___ EDS

Have you been convicted of a felony in any state? Yes No If so, please provide accompanying information with this application.

Have you ever been discharged from a position for any reason? Yes No If so, please provide accompanying information with this application.

JOB-RELATED EXPERIENCE

___ Computer Skills/Data Processing

___ Microsoft Applications (Word, Excel, etc)

___ Office Machines (Copy, fax, etc)

___ Working with children

___ Working with special needs children/adults

___ Other Explain: _____

EMPLOYMENT EXPERIENCE

Employer

From/To (Mo.& Yr)

Duties

LEWIS COUNTY BOARD OF EDUCATION

JOB DESCRIPTION

POSITION: School Secretary/Receptionist
DIRECT SUPERVISOR: Principal of School
SYSTEM CONSULTING: Penelope Tharp/Michaelena Kelley
SYSTEM SUPPORT: Allen Trull, Support Staff Director

FLSA CLASSIFICATION: NON-EXEMPT

The Secretary/Receptionist will be required to conduct the following duties on a regular basis or as needed. This list is not all-inclusive and may be expanded as necessary.

Essential Functions:

- Greet and sign-in/out visitors and vendors
- Answer the phones
- Forward messages to students/teachers
- Manage the Book Store
- Sort mail and place in proper mail boxes
- Dispense first aid materials, as permitted
- Admit tardy students and/or handle re-admittance slips
- Record early dismissals and absentees
- Collect teacher reports and forms when due
- Prepare and distribute daily absentee and announcement reports
- General office duties (copies, faxes, typing, filing, etc.)
- Prepare and maintain office supplies/equipment inventory
- Contact parents when necessary
- Arrange for pick up of student assignments for absentees
- Collect and log monies received
- Ensure confidentiality of student records as required by FERPA

Other Duties:

- Light housekeeping
- Other duties as assigned by the Principal

Physical Requirements:

- Prolonged sitting and typing; visual computer usage; walking; standing; bending and stooping; moderate overhead lifting and carrying 25 pounds or more

Interpersonal Skills:

- Interact in a professional and respectful manner with students, faculty members, parents, and support staff personnel
- Loyalty to school system and discretion in all school-related matters

Work Schedule:

- **190 Days (in full school calendar year)**
- 7 ½ hours per work day
- Work schedule to be determined by school principal

Time Keeping Records:

- Submit monthly time sheet to Direct Supervisor on or before the specified payroll date

I hereby certify that I understand and am able to perform the above-described duties.

Employee

Date