



Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

Telephone 610-286-8600 · FAX 610-286-8608

Twin Valley School District
“A Learning Community”

PLEASE POST
9/8/2023

VACANCY NOTICE

Position..... **12-MONTH SECRETARY (District Office)**

Education..... High School Diploma

Salary..... \$17.41 / Hour plus Full Benefits

PRIMARY FUNCTION

To perform this job successfully, an individual must be able to perform each primary duty and additional responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

SCOPE OF WORK

- Sort and screen mail.
- Maintain files of correspondence, reports and records.
- Screen telephone calls and refer messages to the proper person.
- Greet visitors and staff as they arrive in the office.
- Prepare correspondence, forms, etc. as needed.
- Prepare purchase orders, supply requisitions and budget information.
- Prepare reports as required by supervisor.
- Gather information and prepare paperwork for special projects, such as budget.

ADDITIONAL RESPONSIBILITIES

- Perform all other duties as assigned by the Supervisor.
- Respond to crisis situations.
- Maintain confidentiality.
- Maintain a high level of quality work.
- Accurately follow oral and written directives.
- Perform work in a logical, orderly and skillful manner.
- Adapt to changes in schedules, equipment, procedures and methods.
- Accept work assignments that may require additional training to perform.
- Maintain a high level of integrity and honesty.
- Work beyond standard work hours when necessary.

JOB QUALIFICATIONS

- Appropriate experience.
- Ability to speak and hear on telephone.
- Able to lift weights up to 20 pounds regularly, on occasion up to 50 pounds.
- Able to enter all building areas for the purpose of observation, supervision, and evaluation of students.
- Able to communicate verbally and in writing.
- Able to move between and within buildings.

Deadline for applying: September 18, 23

Send letter of interest to:

Rita L. Haddock
Personnel Office
4851 N. Twin Valley Rd.
Elverson, PA 19520

Phone: (610) 286-8600, ext. 8544

Email: rhaddock@tvsd.org

E.O.E