


**Marion County Board of Education  
1516 Mary Lou Retton Drive  
Fairmont, WV 26554**

 TO: Qualified Personnel  
FROM: Andy Neptune, Administrative Assistant  
SUBJECT: VACANCIES  
DATE: April 13, 2018

The following service position(s) are being considered for the **2018-19** school year:

**Secretary III – Central Office    S18 04 13 01**  
*(10:30 am – 6:00 pm)*

**Secretary III/Accountant II – Title I    S 18 04 13 02**  
*(8:00 am – 3:30 pm)*

Job Description:                    See Job Description Handbook  
Term of Employment:            261 days or school year  
Salary:                                As per Marion County School 2017-18 pay scale

**Posting numbers MUST be on all vacancy forms.**

Appointment will be made in accordance with West Virginia school law. Therefore, priority consideration will be given to those persons presently employed by Marion County Schools. Anyone interested in applying for the vacancies as posted, should submit an Application for Vacancy form to the Personnel Office, Marion County Schools, 1516 Mary Lou Retton Drive, Fairmont, WV 26554. All applications must be received by 5:00 p.m. on April 20, 2018.

*"No person in the United States shall, on the grounds of race, color or national origin, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."*

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