

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

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TO: Qualified Personnel  
FROM: Andy Neptune, Administrative Assistant  
SUBJECT: VACANCY  
DATE: October 11, 2017

The following substitute service positions are being considered:

**Four (4) Substitute Secretaries                      S17 10 11 02**

**Qualifications:**

1. High school diploma or equivalent, or enrollment in an approved Adult Education course in preparation for obtaining a G.E.D. (Senate Bill 14, June 27, 1988)
2. Formal secretarial training (or equivalent work experience)
3. Ability to type 50 WPM corrected for errors
4. Demonstrated competency in utilization of computers and related software
5. Ability to achieve a raw score of 70% on a series of competency tests as required by WV Code 18A-4-8e. The competency tests shall include such items as timed typing, grammar, writing skills, and transcription skills.

Job Descriptions: 5.34, 5.35, 5.21

**NOTE:** Applicants are advised the WV Code 18A-4-8e requires that all employees achieve a passing score on a state competency examination designed for this classification.

**BID FORMS ARE AVAILABLE ONLY IN THE PERSONNEL OFFICE.**

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 Gary L. Price, Assistant Superintendent, Marion County Schools, 1516 Mary Lou Retton Drive, Fairmont, WV 26554. All applications must be received by 4:00 p.m. on October 17, 2017.

*"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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