

**SPRINGFIELD PUBLIC SCHOOLS  
DISTRICT 186**

**1900 West Monroe - Springfield, Illinois 62704  
Jennifer Gill, Superintendent**

**NOTICE OF VACANCY**

**TITLE OF VACANCY:** Secretary III /Attendance **DATE:** August 22, 2016

**LOCATION OF POSITION:** Springfield High School

**DAYS PER YEAR:** 214 days including 14 paid holidays/10 mos. **HOURS PER DAY:** 8

**WHO MAY APPLY:** Any person meeting the basic requirements listed below for this position

**REQUIREMENTS:**

1. Neat appearance - telephone and office etiquette - interest in public schools and children
2. Ability to follow written and oral directions and to complete tasks with a minimum of supervision
3. Willingness to be involved in some type of cross training program to meet the needs of the office
4. Ability to communicate and maintain good working relationships with principals, teachers, parents, students and general public
5. Working knowledge of business English and accurate spelling
6. Computer knowledge, experience in creating and working in databases
7. Accurate typing at a minimum of 45 wpm

**SPECIFIC RESPONSIBILITIES:**

1. Distribute assignments to in-school detention supervision
2. Keep daily maintenance of and distribution of in-house and detention list
3. Obtain city mass transit passes and schedules, and collect money
4. Submit a weekly report and account for money collected
5. Answer and record attendance calls
6. Maintain written attendance documents
7. Send out suspension letters
8. Other duties as assigned

**FILING DATE DEADLINE:** August 29, 2016 **EMPLOYMENT DATE:** September 6, 2016

**SALARY:** \$114.13 per day (III/1 - 15-16 daily rate)

**SELECTION PROCEDURE:** Application - Interview(s) - Selection per Local 15 contract

**BENEFITS:** Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid holidays as per Negotiated Agreement

**Please refer application and resume to:**

**Gina McLaughlin-Schurman**  
Human Resources  
1900 West Monroe Street  
Springfield IL 62704  
Telephone: 525-3006

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**