

SPRINGFIELD PUBLIC SCHOOL DISTRICT 186

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

NOTICE OF VACANCY

TITLE OF VACANCY: Secretary III DATE: January 9, 2019

LOCATION OF POSITION: Franklin Middle School - 1200 Outer Park Drive

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. Ability to supervise and be willing 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. Experience and/or knowledge of computers
7. Ability to maintain files
8. Accurate typing at a minimum of 45 wpm

**SPECIFIC RESPONSIBILITIES:**

1. Maintain bookkeeping records of Revolving Fund, Instructional Fund and Activities Account
2. Prepare monthly substitute rating sheets
3. Type Principal's correspondence
4. Order supplies for office/teachers/building
5. Take all incoming calls
6. Administer minor first aid
7. Perform other duties as assigned

FILING DATE DEADLINE: January 18, 2019 EMPLOYMENT DATE: Upon Board Approval

SALARY: \$119.93 per day (Step 1 or Appropriate Step of 18-19 Salary Schedule)

SELECTION PROCEDURE: Application - Testing - Interview(s) - Selection Per Local 15 Contract

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

Please refer application and resume to: Director of Human Resources  
Springfield Public Schools  
1900 West Monroe Street  
Springfield IL 62704  
Telephone: 525-3006

If you have an application & test scores on file,  
you may just call to apply

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

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**