

SPRINGFIELD PUBLIC SCHOOL DISTRICT 186

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

NOTICE OF VACANCY

TITLE OF VACANCY: Secretary IV DATE: November 27, 2018

LOCATION OF POSITION: Franklin Middle School

DAYS PER YEAR: 260 days including 15 paid holidays/12 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 in Microsoft Office, Word, Excel, FileMaker, working with live date online
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, Payroll
2. Prepare monthly substitute rating sheets
3. Type Principal's correspondence
4. Order supplies for office/teachers/building
5. Answer incoming calls
6. Administer minor first aid
7. Perform other duties as assigned

FILING DATE DEADLINE: December 7, 2018 EMPLOYMENT DATE: January 2, 2018

SALARY: \$125.15 per day (or appropriate step of the 2019-19 salary schedule)

SELECTION PROCEDURE: Application - Testing - Interview(s) - Selection

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

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