

SPRINGFIELD PUBLIC SCHOOL DISTRICT 186

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

NOTICE OF VACANCY

TITLE OF VACANCY: Secretary IV **DATE:** July 20, 2018

LOCATION OF POSITION: Hazel Dell Elementary 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 assigned tasks with a minimum of supervision
3. First-aid experience or willingness to participate in a first aid training program to meet the needs of the school
4. Ability to communicate and maintain good working relationships with principal, teachers, parents, students and general public
5. Experience in Microsoft Office (Word, Excel), FileMaker, working with live data online
6. Working knowledge of business English and accurate spelling
7. Ability to maintain files
8. Maintain professional attitude
9. Accurate typing at a minimum of 45 wpm

SPECIFIC RESPONSIBILITIES:

Under the direction of the principal, will be responsible for, but not limited to, the performance of the clerical work of the school with accuracy, efficiency and good judgment. In addition to the preparation of communications, records, reports, and requisitions as may be required; this secretary serves as receptionist and tends to emergency first aid.

FILING DATE DEADLINE: July 26, 2018 **APPOINTMENT DATE:** Upon Board Approval

SALARY: \$125.15 per day (Step IV/I or appropriate step of the 2018-19 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 Holidays as per Negotiated Agreement

Please refer application and resume to:

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

**If you have an app & test scores on file, just
call to apply**

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