



Jennifer Gill, Superintendent
NOTICE OF VACANCY
July 28, 2014

TITLE OF VACANCY: Secretary IV

LOCATION OF POSITION: Student Support Service Office – Graham School

DAYS PER YEAR: 260 including 15 paid holidays (12 Months)

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. Ability to work with and keep confidential information related to Students Support Services and the District
4. Ability to work with and keep professional attitude at all times when on the job
5. Willingness to participate in a cross training program to meet the needs of the office
6. Ability to communicate and maintain good working relationships with District staff, parents, consultants and the general public
7. Accurate spelling, grammar correct use of business English
8. Ability to maintain files
9. Maintain a professional attitude
10. Accurate typing at a minimum of 45 wpm
- 11.

SPECIFIC RESPONSIBILITIES:

1. Manage correspondence and maintain calendars for Student Support Supervisors and other special education staff
2. Assist in the coordination of meetings and training events
3. Manage and maintain various data bases
4. Develop and maintain various reporting systems
5. Maintain filing systems and utilize duplicating equipment
6. Draft and type letters and documents
7. Origination/tracking of requisitions/purchase orders
8. Assist in the maintaining payroll records for office staff
9. Promote and maintain good public relations via telephone and personal contact
10. Perform other duties as assigned
- 11.

FILING DATE DEADLINE: August 8, 2014

APPOINTMENT DATE: Immediately

SALARY: \$116.18 per day (Appropriate step of the 2013-14 salary schedule)

SELECTION PROCEDURE: Application, Testing, Interview, Selection

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
Director of Human Resources and Development
1900 West Monroe, Springfield, IL 62704

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