

## NOTICE OF VACANCY

**DATE:** August 8, 2022

**TITLE OF VACANCY:** Secretary II

**LOCATION:** Iles School

**HOURS PER DAY:** 8

**DAYS PER YEAR:** 214 (10 Months, incl. 14 Paid Holidays)

### REQUIREMENTS/QUALIFICATIONS:

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 principals, teachers, parents, students and general public
5. Experience and/or knowledge of Word, Excel and File Maker Pro
6. Working knowledge of business English and accurate spelling
7. Ability to maintain files
7. Maintain a professional attitude
8. Accurate typing at a minimum of 35 wpm

### SPECIFIC RESPONSIBILITIES:

1. Act as receptionist for guidance office
2. Maintain student attendance records
3. Maintain registration paperwork for students and ensure that pertinent forms are available
4. Mail student progress reports and reports cards
5. Maintain student cum files
6. Perform other duties as assigned

### APPLICATION DEADLINE/OPEN UNTIL:

August 16, 2022 at 4:00 p.m.

### APPOINTMENT DATE:

Upon Board Approval

**SALARY:** \$127.03 Per Day

(Step 1 or Appropriate Step of 2021-2022 Salary Schedule)

**BENEFITS:** Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Holidays as per negotiated agreement.

**SELECTION PROCESS:** Application, Testing, Interview, Selection per Local 15 contract

**HOW TO APPLY:** go to [www.sps186.org/humanresources](http://www.sps186.org/humanresources) and click on classified vacancies, follow online instructions **OR**

### Refer application and resume to:

Gina McLaughlin-Schurman, Director of Human Resources  
Springfield Public Schools District 186  
1900 West Monroe Street  
Springfield, IL 62704  
217-525-3006

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**