



NOTICE OF VACANCY

DATE: June 7, 2019

TITLE OF VACANCY: Secretary IV

LOCATION: Hazel Dell Elementary 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 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.

APPLICATION DEADLINE/OPEN UNTIL:

June 17, 2019

APPOINTMENT DATE:

July 29, 2019

SALARY: \$125.15 Per Day

(Step IV/I or Appropriate Step of 2018-2019 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 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