



NOTICE OF VACANCY

DATE: June 5, 2019

TITLE OF VACANCY: Secretary IV

LOCATION: Lincoln Magnet School

HOURS PER DAY: 8

DAYS PER YEAR: 260 Days Including 15 Paid Holidays/12 Months

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 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

APPLICATION DEADLINE/OPEN UNTIL:

June 14, 2019

APPOINTMENT DATE:

Upon Board Approval

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

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