



NOTICE OF VACANCY

DATE: April 29, 2021

TITLE OF VACANCY: Secretary IV

LOCATION: Student Support Services (Graham School)

HOURS PER DAY: 8

DAYS PER YEAR: 260 (15 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 tasks with a minimum of supervision
3. Willingness 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. Highly professional attitude is essential
8. Accurate typing at a minimum of 50 wpm

SPECIFIC RESPONSIBILITIES:

1. Maintain and manage records and files for Early Childhood Case Manager
2. Maintain and manage data bases for Home Hospital and Child Find
3. Responsible for Home Hospital payroll
4. Draft and type letters for signature
5. Take incoming calls
6. Promote and maintain good public relations
7. Perform other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

May 10, 2021 at 4:00 p.m.

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$132.77 Per Day
(Step IV/I or Appropriate Step of
2020-2021 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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