

NOTICE OF VACANCY

DATE: December 16, 2024

TITLE OF VACANCY: Secretary V - Transportation

LOCATION: Administrative Building – 3063 Fiat Ave

HOURS PER DAY: 8 (8:30 a.m. – 5:00 p.m.)

DAYS PER YEAR: 260 Days (16 Paid Holidays)

REQUIREMENTS/QUALIFICATIONS:

1. Ability to communicate and maintain good working relationships with District staff, public, and vendors
2. Ability to follow written and oral directions and to complete assigned tasks with a minimum of supervision
3. Must be detail oriented and highly accurate
4. Neat appearance-telephone and office etiquette
5. Interest in public schools and children
6. Working knowledge of business English and accurate spelling
7. Working knowledge of computers; should be proficient in Microsoft Word, Excel, FileMaker and District applications
8. Accurate typing at a minimum of 50 WPM

SPECIFIC RESPONSIBILITIES:

1. Work with router regarding bus requests
2. Compile and file documentation for the Business Office
3. Data entry into various system databases
4. Post various information to District Website
5. Work with School Support Office as needed
6. Handle transportation complaints from schools, parents and the public
7. Assist the Coordinator of Transportation with schedules and various programs
8. Assist parents with transportation and school inquiries
9. Knowledge of District boundaries and the city of Springfield
10. Perform other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

December 27, 2024 at 4:00 p.m.

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$164.23 Per Day Step I/V 2024-25 or
Appropriate Step 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 [Human Resources](#) on the District website and click on classified vacancies, follow online instructions
OR

Refer application and resume to:

Gina McLaughlin-Schurman, Assistant Superintendent of Human Resources
Springfield Public Schools District 186

3063 Fiat Avenue

Springfield, IL 62703

217-525-3006