



# DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

## NOTICE OF VACANCY

**DATE:** June 24, 2024

**TITLE OF VACANCY:** Secretary V – Main Office

**LOCATION:** Lincoln Magnet School

**HOURS PER DAY:** 8

**DAYS PER YEAR:** 260 Days Including 16 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. 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:

July 3, 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, Physical as per Local 15 contract

### HOW TO APPLY:

Go to [Human Resources](#) on the District Website, click on classified vacancies and 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

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