



## NOTICE OF VACANCY

**DATE:** February 1, 2019

**TITLE OF VACANCY:** Secretary II

**LOCATION:** - Wanless SCOPE Office

**HOURS PER DAY:** 4

**DAYS PER YEAR:** 260 (Includes 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 assigned tasks with minimum supervision in a timely manner
3. Ability to communicate and maintain good working relationships with supervisors, staff, parents, students and general public
4. Preferred experience and/or knowledge of Macintosh Office, Excel, FileMaker Pro and Pages
5. Working knowledge of business English and accurate spelling and grammar
6. Ability to maintain and file records daily
7. A highly professional attitude is required
8. Accurate typing at a minimum of 40 wpm

### SPECIFIC RESPONSIBILITIES:

1. Assist with phones throughout shift
2. Register families for the Project SCOPE Program
3. Maintain records, filing, maintain the Project SCOPE Webpage, create a monthly newsletter
4. Able to lift 50 lbs.
5. Ability to order and shop for crafts and supplies on a monthly basis
6. Schedule guest speakers and field trips for our Summer SCOPE Program
7. Other duties as assigned

### APPLICATION DEADLINE/OPEN UNTIL:

February 12, 2019

### APPOINTMENT DATE:

Upon Board Approval

### SALARY:

\$57.57 Per Day  
(Step 1 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](http://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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