

UNIT  
10

HAMILTON COUNTY  
COMMUNITY UNIT DISTRICT NO. 10

P.O. Box 369  
109 North Washington  
McLeansboro, Illinois 62859  
(618) 643-2328

**VACANCY NOTICE**

POSITION: District Administrative Office Secretary

QUALIFICATIONS: 1-2 years of clerical experience. Excellent communication skills in written and verbal form. Excellent organizational and time-management skills. Possess a professional demeanor. Excellent computer skills - proficient in Microsoft Office Suite applications. Ability to type 35 wpm. Ability to work with administration, staff members and parents. Ability to operate office machines, including a basic knowledge of computer operations, experience and proficient in word processing. Excellent telephone/people skills. Ability to maintain routine and ordinary office files. Ability to gather and organize pertinent data as needed and put it into usable form. Ability to perform any secretarial tasks associated with specific position. Ability to compose letters and memos as needed. Ability to maintain a professional environment that reflects high professional standards.

APPLICATION PROCEDURE:

Interested applicants must submit a resume and a completed non-certified application form (available on-line at [www.unit10.com](http://www.unit10.com), click on employment link, or contact the unit office at 618-643-2328) to:

Jeff Fetcho, Superintendent  
Hamilton County Community Unit District No. 10  
109 North Washington Street  
P. O. Box 369  
McLeansboro, IL 62859

APPLICATION DEADLINE:

3:00 p.m., Friday, February 6, 2015

*In Search Of Excellence*