

UNIT  
**10**

**HAMILTON COUNTY  
COMMUNITY UNIT DISTRICT NO. 10**

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

**NOTICE OF VACANCY**

**CLASSIFICATION:** Secretary – 10 Month Position  
East Side Elementary School

**STARTING DATE:** 2018-2019 School Year

**RATE OF PAY:** As per contractual agreement

**QUALIFICATIONS:** Excellent clerical, computer literacy, and communication skills. Ability to type 60 words/minute with one or less errors; ability to use word processing in MS Word and Google Docs; ability to create Excel spreadsheets in an office environment; and ability to use the internet to send and receive information, as appropriate. Office management experience preferred, including financial records management.

**APPLICATION PROCEDURE:** Interested applicants should submit a letter of interest, resume, and complete a **non-certified** application form (available at the unit office or on-line at [www.unit10.com](http://www.unit10.com)). The completed application form, letter of interest, and resume should be returned to:

Jeff Fetcho, Superintendent  
Hamilton County Community Unit No. 10  
117 N. Washington  
P. O. Box 369  
McLeansboro, IL 62859

**APPLICATION DEADLINE:** 3:00 p.m., Tuesday, May 8, 2018