

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: Beginning December 4, 2017

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; 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). 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, November 7, 2017