

UNIT
10

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

**804 Golf Course Road
McLeansboro, Illinois 62859
(618) 643-2328**

VACANCY NOTICE

CLASSIFICATION: Guidance Office Secretary – 10 Month Position
Jr./Sr. High School

STARTING DATE: Mutually Agreed Upon Date

RATE OF PAY: As per contractual agreement

QUALIFICATIONS: Excellent clerical, computer literacy, and communication skills. Ability to type 35 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 **all-in-one** 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:

Travis McCollum, Superintendent
Hamilton County Community Unit No. 10
804 Golf Course Road
P. O. Box 369
McLeansboro, IL 62859

APPLICATION DEADLINE: Open until filled

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