

UNIT
10

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

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

VACANCY NOTICE

POSITION: Transportation Secretary
12 Month (240 Employment Days)

BEGINNING DATE: Mutually agreed upon date

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: Staff interested in applying should submit a letter of interest with proof of the qualifications listed.

Interested applicants must submit a resume and a completed all-in-one application form (available on-line at www.unit10.com, click on employment link, or contact the unit office at 618-643-2328) to:

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

APPLICATION DEADLINE: Open Until Filled

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