

UNIT  
**10**

**HAMILTON COUNTY  
COMMUNITY UNIT DISTRICT NO. 10**  
804 Golf Course Road ♦ P.O. Box 369  
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](http://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

*In Search Of Excellence*