Date of Posting: December 27, 2016
Applications Accepted Until: January 9, 2017
Job Title: Administrative Assistant
Employee Status: Full-time, 37.5hrs/week, non exempt
Union Affiliation: None
Pay range: $25,000 to $31,000

SUMMARY:
The position available is the administrative assistant in the Grundy Kendall Regional Office of Education. The physical location of the position will be at the Morris Office. The position reports directly to the Regional Superintendent of Schools and the Assistant Superintendent of Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The duties include, but are not limited to, clerical aspects in the areas of:
- Office Communications
- Educator Licensure
- GED Program
- Bus Driver Transportation
- Grant Programs
- Fingerprinting
- Outdoor Education Program
- Student Work Permits
- Parapro Test Coordinator

MINIMUM REQUIREMENTS
High School Minimum
Computer literate
Demonstrate proficiency in oral and written communication
Demonstrate ability to be organized
Demonstrate knowledge and experience working with Windows, Microsoft Word, Microsoft Excel, Microsoft Power Point
Previous experience in a county office preferred

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to Chris Mehochko email address cmehochko@roe24.org with “Job Title” in the subject line or mail to Grundy County Regional Office of Education, Attn: Chris Mehochko, 1320 Union Street, Morris, IL 60450.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).