



Dr. Kenneth Wallace
Superintendent

Administration Center
1177 South Dee Road
Park Ridge, Illinois 60068-4398

March 2, 2020

Job Vacancy

Maine West High School Office Assistant – Level IIIB

General:

Must be pleasant, courteous, tactful, discreet; must have good typing skills and word processing abilities as well as excellent telephone skills; ability to deal with people in potentially unpleasant situations; accuracy with filing.

Essential Job Functions:

1. Provide general clerical assistance: word processing, report generation, maintaining schedule, copying, filing, distributing mail, faxing or data entry.
2. Greet visitors, students and staff, answer incoming telephone calls, provide appropriate information or take message and refer to appropriate staff.
3. Use personal computer and operate general office equipment. Demonstrate proficiency using the technology and computer-based programs provided by the District. Use these programs to effectively manage and organize files, communication, records and databases.
4. Assume other relevant responsibilities assigned.
5. Maintain confidentiality in carrying out responsibilities.
6. Bilingual in English and Spanish preferred.

Salary & Benefits:

- \$20.53/hour; \$31,981/year; 201 paid days
- IMRF pension – employees vested after 10 years of employment
- Paid term life insurance policy equal to annual base salary
- Medical & dental insurance
- 13 paid holidays; 12 sick days

To Apply: Complete the support staff online application at:
www.generalasp.com/D207/onlineapp/ no later than Friday, March 13, 2020.

As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.