

LAKE CENTRAL SCHOOL CORPORATION

8400 Wicker Avenue

St. John, IN 46373

365-8551

SUPPORT SERVICES STAFF

NOTICE OF VACANCY

August 16, 2018

Secretary (12 Month) Westlake Special Education Cooperative

Qualifications

- Executive Secretary Experience Preferred
- Past experience in a similar position
- Proven track record of ability to maintain a high degree of confidentiality

Essential Skills and Abilities

- Strong interpersonal skills
- Ability to greet visitors with enthusiasm and professionalism
- Strong clerical and organizational skills
- Financial bookkeeping skills
- Proficient with Microsoft Office including Excel and PowerPoint and Publisher
- Excellent listening and writing skills
- Ability to work both independently and as a team member
- Must exhibit neatness and accuracy in all work

Duties

- Provide clerical support to administration
- Manage payroll
- Financial responsibility for collecting and depositing money
- Ordering and tracking of materials
- Greet and assist visitors
- Answer telephone and resolve some routine and some complex inquiries
- Screen telephone inquiries and redirect when appropriate
- Prepare and compose routine memos, correspondence, and mailings

Salary and Benefits

- Twelve month position, 8 hours per day
- Hourly rate: \$17.30
- Benefits in accordance with the 12 month Information Sheet

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Apply online only at www.lcsc.us; Select Job Opportunities under About LCSC/Human Resources

Direct questions to:

Rebecca Gromala, Director
Westlake Special Education Cooperative
212 E. Joliet St., Schererville, IN 46375
Phone 219-865-1171

Deadline: August 23, 2018

Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.