



WABASH AND OHIO VALLEY SPECIAL EDUCATION DISTRICT

David Kaytor, Director

800 S. Division Street | Norris City, Illinois 62869 | 618-378-2131 | Fax: 618-378-3153 | www.wovsed.org

Office Manager/Confidential Secretary

Starting Date: Immediately

Qualifications: Associate Degree Preferred
Secretarial Experience Required

Basic Job Duties:

- Handle all office phone calls, open mail, make appointments, reservations and type assignments as needed by the Director
- Maintain personnel files
- Assist Assistant Directors in designated assignments
- Record and distribute minutes of all meetings, i.e., Executive and Governing Board
- Exhibit proficient technology skills including maintaining district website
- Performs accounts receivable in Bookkeeping
- Keep records of employee absences
- Perform other duties and assume other responsibilities assigned by the Director

Salary: Based upon Experience

Contract Length: 12 Month

Application Deadline: Until Position is Filled

Application Process:

Please submit a letter of interest, transcripts and current resume to:

Monica Girten, WOVSED Assistant Director
800 South Division, Norris City, IL 62869
Fax: 618-378-3153