

**LAKE CENTRAL SCHOOL CORPORATION**

8400 Wicker Avenue

St. John, IN 46373

365-8551

SUPPORT SERVICES STAFF

NOTICE OF VACANCY

**April 7, 2014**

**Secretary (9 Month) ..... Westlake Special Education Cooperative  
..... Munster Office**

**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
- 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
- Schedule appointments for community-based early childhood screenings
- Coordinate and attend community-based early childhood screenings
- Enroll students in West Lake early childhood classes

**Salary and Benefits**

- Nine month position, 8 hours per day, additional days may be required.
- Hourly rate: \$13.66
- Benefits in accordance with the 9 month Information Sheet

Apply online only at [www.lcsc.us](http://www.lcsc.us); Select Job Opportunities under About LCSC/Human Resources  
Select Position: Secretary/Clerical/Library; Position: Secretary

**Direct questions to:**

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

**Deadline: April 18, 2014**

*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.*