

# **Creve Coeur School District No. 76**

**400 N. Highland Avenue  
Creve Coeur, Illinois 61610-3135**

## **NOTICE OF OPENING FOR SCHOOL SECRETARY POSITION**

Creve Coeur School District No. 76 announces an opening for a Middle School Secretary position.

This position requires knowledge and use of computer technology and software programs, previous secretarial experience in a school or medical office setting is preferred, good written, communication and organizational skills, able to communicate effectively and clearly to Administrators, Staff and Parents and work effectively with people from various backgrounds.

Benefits and additional details will be discussed during the interview.

Application deadline is Friday, March 22, 2019.

Interested persons may apply in person to the Office of Superintendent at 400 N. Highland, Creve Coeur, Illinois 61610 to complete an application for employment.

Creve Coeur School District No. 76 is an equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability. If otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories.

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