

## REGIONAL OFFICE *of* EDUCATION

*Monroe & Randolph Counties*

Monroe County Office  
107 East Mill Street  
Waterloo, IL 62298  
Tel: (618) 939-5650  
Fax: (618) 939-5332

Randolph County Courthouse  
#1 Taylor Street, Rm. 101  
Chester, IL 62233  
Tel: (618) 826-5471  
Fax: (618) 826-5474



**KELTON DAVIS**  
*Regional Superintendent  
of Schools*

**CHRIS DIDDLEBOCK**  
*Assistant Superintendent  
of Schools*

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### **Job Title**

Full time Administrative Assistant

### **Department**

Waterloo Administrative Office

### **Immediate Supervisor**

Regional Superintendent of Schools and Assistant Regional Superintendent of Schools

### **Job Objective**

Provide a friendly yet professional first impression of our office to the public whether it be verbal, written or in person. Work closely with other staff members to help the office run efficiently. Cross train other positions and become familiar with all functions and requirements of our office.

### **Essential Tasks**

- General Front Office duties
  - answer phones on a multi-line phone system including screening calls
  - greeting general public
  - scheduling appointments
  - opening and closing office
- Test Proctoring for ACT-Workkeys and Pearson Vue Assessments
- Learning basics of Illinois Teacher Licensure
- Fingerprinting
- Issue Work Permits
- Coordinating Student Services programs including, Art du Jour, Art Festival, Young Authors and Spelling Bee
- GED transcript management
- Prepare purchase orders, letters, documents, and reports using Microsoft Office and Google Suite
- Travel as necessary for bank, post office and schools
- Assist other office personnel as needed and perform other duties as assigned

### **General Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The employee must:

- Adapt to a fast paced environment.
- Prioritize multiple tasks and deadlines.
- Be detailed oriented.
- Be proficient in word processing, spreadsheets and mail merge. Microsoft Office Suite or Google Suite experience preferred.

- Have excellent communication skills including the ability to quickly establish a rapport with the public.
- Establish and maintain effective working relationships with office staff.

#### **Education and/or Experience**

- High school diploma or GED
- 2 years of job related work experience or an associate's degree from an accredited college or university

#### **Licensing or Certification Requirements**

Valid driver's license and proof of automobile insurance

#### **Salary/Benefits**

Regionally competitive and commensurate with experience

Illinois Municipal Retirement Fund (IMRF)

Paid vacation, personal and sick days

Health Insurance/Annuity

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contract are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (Monroe-Randolph Regional Superintendent of Schools) at the discretion of the employer, or as the needs of the employer and/or requirement of the job change. The Regional Superintendent of Schools explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential function does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

#### **Application Information**

There is no formal application for the position. Candidates will be considered upon submitting a cover letter, resume with salary requirements and references. Letters of recommendation are preferred.

The application deadline is August 22, 2022 . Submit your cover letter, resume with salary requirements and references to the Regional Office of Education, Attn: Nicole Koch, 107 East Mill Street, Waterloo IL 62298 or to [nkoch@roe45.net](mailto:nkoch@roe45.net). Questions regarding the responsibilities and duties may be directed to Nicole Koch at 618-939-5650.

#### **Equal Opportunity Employer**

The Monroe-Randolph Regional Office of Education is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, gender, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above-listed items.