



1335 North Cedar Court, Carbondale, IL 62901
Phone: 618.684.2109 Fax: 618.708.3403 Web: www.tcse.us

Jan Percy, Director
Shannon Owings, Human Resources

NON-CERTIFIED POSITION
Anticipated Opening – SY 2019-2020

School Secretary Dewey-South:

Tri-County Special Education Joint Agreement is accepting applications for an anticipated opening for School Secretary at Dewey-South School. Position is a 10 month position located in Anna. Qualifications: High School diploma required. Prefer an Associate Degree in Applied Science in Office Technology. Required skills: Proficient knowledge of computers & software, be detail oriented, maintain a level of ethical behavior & confidentiality, ability to multi task and perform general office work. Please submit resume and noncertified application to: Shannon R Owings, Human Resources at Tri-County Special Education, 1335 North Cedar Court, Carbondale, IL 62901, sowings@tcse.us.

Posted: March 11, 2019