



NON-LICENSED POSITION OPENING

Medicaid Secretary

Tri-County Special Education Joint Agreement is accepting applications for an anticipated opening for Medicaid Secretary at Tri-County Central Administrative Office in Carbondale. Position is a full-time, 12-month position.

Qualifications: High School Diploma or GED required; an Associate's Degree preferred.

Required Skills: Proficient knowledge of computers and ability to work with multiple software programs; detail oriented; regular and stable attendance; maintain a high level of ethical behavior and confidentiality; ability to multi-task; have education and training in clerical skills to include, but are not limited to: typing, filing, phone etiquette, organizational skills, a positive attitude, ability to work with a team, and the ability to work independently when needed.

Please submit resume and non-licensed application to: Shannon R Owings, Human Resources at Tri-County Special Education, 1335 North Cedar Court, Carbondale, IL 62901 or email to: sowings@tcse.us.

Posted: September 3, 2019, 2013