



MID-STATE SPECIAL EDUCATION

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STRONGER TOGETHER SUPPORTING ALL STUDENTS

Clerical Position Requirements

QUALIFICATIONS

- High School Diploma or equivalent required and a minimum of 1-3 years experience in an office administration or related position
- Expertise in Microsoft Office programs (Word, Excel, Access, PowerPoint) and Google with typing/data entry speed and accuracy
- Must have excellent oral and written communication skills; the ability to problem solve, comprehend and apply information, and master job responsibilities; and good organizational skills
- Ability to communicate in a professional and courteous manner maintaining good working relationships with fellow employees, all stakeholders, and the general public

KEY JOB RESPONSIBILITIES – May include, but are not limited to, the following:

- 1) Greets visitors, staff and callers, handles their inquiries, and directs them to the appropriate persons according to their needs; supervises Para Pro testing
- 2) Maximizes time at work; independently works toward project completion and accomplishment of professional goals
- 3) Initiates, completes, and keeps current data entry and recurring reports
- 4) Maintains records, making periodic audits as necessary, and prepares follow-up reports requiring action on a regular basis
- 5) Enters and manages data on state data system and assists with claims reports and cost-billing
- 6) Distributes and tracks progress on referrals, updates class lists, and edits data in the IEP program
- 7) Maintains confidentiality at all times related to student and employee information; provides confidential secretarial and support services for supervisor and/or department staff which may include responsibility for matters such as reception services, appointments, meeting arrangements, word processing, filing, spreadsheets, student data reports, inventories, and designated administrative services
- 8) Compiles data from varied sources and makes summary reports. May involve statistical calculations and tabulations in accordance with established formulas and equations
- 9) Provides secretarial services for various supervisors and staff members
- 10) Provides back-up support to other positions in case of absence or work overload. This may include performance of designated duties assigned by supervisory personnel
- 11) Performs under pressure and handles multiple assignments completing duties on-time
- 12) Performs other tasks as assigned by the Director, Assistant Director, or designee

Mission: Everyone, in every position, at Mid-State Special Education is focused upon student achievement and well-being.