

Nippersink School District 2

**4213 US Highway 12
Richmond, IL 60071**

Announcement of Vacancy

Administrative Assistant to the Assistant Superintendent

Provide administrative support to the Assistant Superintendent and provide a welcoming and efficient District Office environment by performing the job related responsibilities of receptionist.

Certification

High School graduate supplemented by college-level courses in secretarial science or related fields: or any equivalent combination of experience and training that provide secretarial knowledge, abilities, and skills

Salary

\$16.15/hr

With District Benefits

Deadline for Application

Application Procedures

Apply online at www.co.mchenry.il.us/county-government/regional-office-of-education (Employment link, view vacancies) or direct letters of application, resume, letters of reference and other appropriate documents to:

Dr. Patrick Enright
4213 US Highway 12
Richmond, IL 60071
penright@nsd2.com
Phone: 815-678-4242
Fax: 815-675-0413

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