



**ILLINOIS  
EDUCATION  
ASSOCIATION**  
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## VACANCY NOTICE

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100 East Edwards Street • Springfield, IL 62704-1999 • 217.321.2206 • Fax 217.544.0707

**March 21, 2023**

**PLEASE POST**

### **COMPUTER SERVICES SECRETARY Springfield, Illinois**

**DEADLINE FOR INTERNAL APPLICATIONS:** April 4, 2023

**EFFECTIVE DATE:** To Be Determined

**HOW TO APPLY:** Candidates should submit resume and application materials by using the following links: [Internal Candidates Apply Here](#) and [External Candidates Apply Here](#).

**INTERVIEWS:** Selected candidates will be interviewed at a location determined by the IEA-NEA.

**STAFF AUTHORITY AND RELATIONSHIPS:** Directly responsible to the assigned professional staff, Director of Program Development and Executive Director.

**POSITION DESCRIPTION:** Performs varied and complex secretarial duties of a highly responsible nature; maintains efficient office procedures and practices designed to offer the greatest support to the department and membership; performs some office administrative tasks.

#### **RESPONSIBILITIES:**

1. Handles and/or assists in handling confidential matters, screens telephone calls and visitors, processes incoming and outgoing mail, handles correspondence, filing, messages, calendar, and other secretarial duties.
2. Prepares department accounts payable vouchers for payment processing, tracking expenses to ensure appropriate receipt of invoices.
3. Performs all other clerical functions of the office as directed.
4. Fields calls from IEA-NEA computer users and directs requests to professional staff or provides direct assistance when appropriate.
5. Prepares orders for purchase and repair of computer hardware and software.
6. Arranges office supply, printer and copier toner orders, as necessary.
7. Assists in preparing department reports for distribution, as necessary,
8. Assists with coordinating training logistics and material preparation for department/organizational trainings; tracks attendance and submits expenses following training events.
9. Provides basic connectivity support (WiFi or projector issues) for meeting rooms within the building, as necessary.

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**Springfield, Illinois**  
**(Continued)**

**RESPONSIBILITIES: (Continued)**

10. Assists in maintaining equipment inventories, equipment/issuance/replacement schedule, service records, and other information as requested.
11. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.
12. Maintains a proficiency in using office machines, computer equipment, programs and software provided by IEA-NEA.
13. Acquires an understanding of the structure, operation and function of the IEA-NEA.
14. Utilizes appropriate procedures as per the IEA-NEA Staff Policy Manual.
15. Demonstrates a commitment to valuing diversity, contributing to an inclusive working environment, and applies an equity lens.
16. Demonstrates a high degree of interpersonal and communication skills. Interacts appropriately with staff, members, and the general public. Has the ability to effectively work as part of a team and with a variety of different people and personalities.
17. Performs other appropriate duties as directed by assigned professional and management staff.

**QUALIFICATIONS:**

- Minimum high school diploma or college coursework with focus on computers or computer field desirable;
- Above average ability in typing, spelling, composition, and math skills;
- Capable of efficiently handling telephone and electronic requests;
- Ability to work independently and in a team environment;
- Knowledge and ability to perform basic office accounting functions;
- Extensive knowledge of computer technology including but not limited to Microsoft products including Microsoft Windows, Office, and Teams;
- Good written and oral communication skills;
- Capable of dealing effectively on an interpersonal basis with staff, leaders and members;
- Willingness to travel throughout the state;
- Valid driver's license required.

**SALARY AND BENEFITS:** In conformance with the IEA-NEA/IEASO Associate Staff Contract.

**IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND  
ENCOURAGES WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO  
APPLY.**