



ILLINOIS
EDUCATION
ASSOCIATION
www.ieane.org

VACANCY NOTICE

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

November 29, 2023

PLEASE RE-POST

GENERAL SERVICES CLERK Springfield, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: December 13, 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 Support Services Supervisor, Director of Program Development and Executive Director and/or designee.

POSITION DESCRIPTION: Performs all maintenance/custodial and/or general services duties for the IEA-NEA Headquarters and Professional Development Center under the direct supervision of the Support Services Supervisor and the Director of Program Development.

RESPONSIBILITIES:

1. Performs minor/major cleaning and maintenance of building(s) and equipment that may include:
 - A. Daily duties: empties all trash cans, changes liners as needed; vacuums/sweeps all floors; cleans kitchens; cleans water fountains; cleans restrooms thoroughly and restocks supplies; IEA HQ/PDC property inspection.
 - B. Periodic/As Needed Duties: cleans light fixtures; changes light bulbs; cleans blinds; cleans all office furniture and wall hangings; wipes down paneling; cleans railings and fixtures; changes ceiling tiles; cleans all ceiling, wall and floor vents; cleans/scrubs stairs and stairwells; sweeps cobwebs; cleans all doors and thresholds; spot cleans walls; paints; spot cleans/shampoos carpets; cleans service closets; cleans windowsills; strips and waxes floors; cleans baseboards and trim on walls; wipes down air vents and furnaces; shovels sidewalks and entrances; monitors boiler chemical level; spreads salt on ice on sidewalks and parking lots; cleans outside receptacles; performs minor repairs as needed; keeps inventory of cleaning and maintenance supplies; changes meeting room setups as requested; sets meals, snacks, and beverages for meetings as requested; cleans restrooms as needed during meetings; cleans meeting spaces after each use; reports any damage to building or repairs needed to the respective IEA HQ/PDC building manager.

VACANCY NOTICE
GENERAL SERVICES CLERK
Springfield, Illinois
(Continued)

RESPONSIBILITIES: (Continued)

2. Operates mailing and UPS equipment and maintains inventory of supplies for same.
3. Processes electronic files for bulk mailings with the USPS, organizes mail batches per USPS rules, and delivers to the post office; Communicates with Print Shop Supervisor and the Director of Business Services for mailing services and funding requirements; troubleshoots mailing issues with the post office.
4. Performs other responsibilities that may include: collates materials and processes mailings; operates copiers as directed; receives and distributes mail and correspondence; and assists in preparation for IEA-NEA Board meetings, committee meetings, conferences, conventions and other functions held at the building(s) or contracted hotel(s).
5. Acquires an understanding of the structure, operation and function of the IEA-NEA.
6. Utilizes appropriate office procedures as per the IEA-NEA Staff Policy Manual.
7. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
8. Performs other appropriate duties as directed by assigned administrative and management staff.

QUALIFICATIONS:

- Minimum high school diploma or equivalent;
- Average ability in spelling, keyboarding, composition, and math skills;
- Capable of handling telephone and email requests;
- Ability to work independently and in a team environment;
- Personal computer and other basic office machine experience or training;
- Experience with ConnectRight mailing software desired;
- Previous experience processing batch mailings with USPS desired;
- Must be able to lift in excess of 50 pounds;
- Ability to interact effectively with members and staff is essential;
- Must be willing to travel;
- 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.**