



**ILLINOIS
EDUCATION
ASSOCIATION**
www.ieane.org

VACANCY NOTICE

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

July 29, 2025

PLEASE POST

GENERAL SERVICES CLERK Springfield, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: August 12, 2025

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.
2. Operates mailing and UPS equipment and maintains inventory of supplies for same.

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(Continued)

RESPONSIBILITIES: (Continued)

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:

Internal candidates: In conformance with the IEA-NEA/IEASO Associate Staff Contract.

External candidates: Salary range - \$16.97 per hour to \$25.53 per hour; a benefits summary can be found at <https://ieane.org/about/employment/> under Salary & Benefit Summaries, Associate Staff - Grade 1.

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