

**BELLEVILLE AREA SPECIAL SERVICES COOPERATIVE
2411 PATHWAYS CROSSING
BELLEVILLE, IL 62221**

PERSONNEL VACANCY

FY – 2022-2023

August 1, 2022

POSITION DESCRIPTION

JOB TITLE

Secretary/Bookkeeper

Location:

Belleville Area Special Services Cooperative

Qualifications Required:

Strong background with Microsoft Office Package
Excellent organizational and typing skills
Ability to work independently and meet deadlines
Detail oriented with emphasis on accuracy
Must be highly dependable with regard to regular attendance and
punctual arrival
Must possess the ability to work well with others
Such alternatives to the above qualifications as the
Director, in that sole exclusive role, may find appropriate and
acceptable.

Length of Contract:

12 months

Salary:

Salary and Benefits per Union Contract

Contingent Upon:

Board Approval

Closing Date for Application:

Remains Open until Position is Filled

Submit Resume or Letter of Application to:

Brenda Lickenbrock, Executive Secretary
2411 Pathways Crossing
Belleville, IL 62221
(618)355-4787
(618)355-4425 (fax)
Brenda.lickenbrock@bassc-sped.org

The Belleville Area Special Services Cooperative offers employment without regard to race, color, creed or religion, age, sex, national origin, or disability. The BASSC Title IX Coordinator is Dr. Jeff Daugherty, 2411 Pathways Crossing, Belleville, IL 62221.

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