



### JOB DESCRIPTION:

Perform clerical and administrative duties including

### QUALIFICATIONS:

Familiar with office procedures (Microsoft, Google)

## ANNUALIZED SALARY

# \$1 .50

### LEAVE AND VACATION BENEFITS

Paid Work Days & Holidays : 261

Paid Holidays : 15

Paid Vacation/Personal Days : 12

**TOTAL: \$38,628**



### JOB DESCRIPTION:

Perform clerical and administrative duties in the office.

### QUALIFICATIONS:

Familiar with office procedures (Microsoft, Google)

#### QUALIFY FOR A PENSION

Upon completion of 10 years of service, employees become eligible for a life-long health benefit from IMRF, which becomes available once the employee reaches age 65.

## ANNUALIZED SALARY

# \$1 .50

#### LEAVE AND VACATION BENEFITS

Paid Work Days & Holidays : 186

Paid Holidays : 4

Paid Vacation/Personal Days : 2

**TOTAL: \$27,528**

#### DISTRICT 211 PAID INSURANCE\*

Health (Eagle: HMO Family) : \$21,580