



# Regional Office of Education #21

Franklin-Johnson-Massac-Williamson Counties

**Lorie LeQuatte**

Regional Superintendent of Schools

[www.roe21.org](http://www.roe21.org)



The Franklin-Johnson-Massac-Williamson Regional Office of Education #21 is accepting applications for immediate opening in the following area:

## **Williamson County Regional Office**

Administrative Assistant

(12-month position)

Duties will include: answer phone and greet customers, compose letters, memos and emails, screen documents, book meeting rooms, take messages, perform administrative tasks (such as filing and photocopying), receive and process all mail, assist with Educator Licensure and Professional Development, perform Criminal Background Checks, assist with issuing work permits, assist with Home School Registration, assist with issuing GED Diplomas and Transcripts, and other duties as assigned.

- Must have prior work experience as a secretary or administrative assistant
- High degree of multi-tasking and time management capability
- Excellent written and verbal communication skills
- Integrity and professionalism
- Proficiency in Microsoft Office and Microsoft Excel
- High school diploma
- Must possess a valid Illinois Driver's License

Please complete a Job Application Form on the ROE #21 website <http://www.roe21.org/jobs/> AND mail cover letter and professional resume to:

**Franklin-Johnson-Massac-Williamson ROE #21**

**407 N. Monroe Street**

**Marion, IL 62959**

**618-998-1283**

**[llequatte@roe21.org](mailto:llequatte@roe21.org)**

**Applications will be accepted until position is filled.**

**Franklin Co. Office**  
901 Public Square  
Benton, IL 62812  
618-438-9711

**Johnson Co. Office**  
111 South 5th Street - P.O. Box 96  
Vienna, IL 62995  
618-658-3381

**Massac Co. Office**  
1102 West 10th Street  
Metropolis, IL 62960  
618-524-3736

**Williamson Co. Office**  
407 North Monroe Street - Suite 300  
Marion, IL 62959  
618-998-1283

