

## MARINA SECRETARY ADVERTISEMENT

The Kinkaid-Reed's Creek Conservancy District is seeking applicants to fill a vacant, permanent part-time secretarial position at Kinkaid Village Marina.

- A valid Illinois Driver's License is required.
- Associates degree or equivalent work-related experience.
- Be a resident or willing to relocate to Jackson County, Illinois
- Kinkaid-Reed's Creek Conservancy District (KRCCD) is a drug, tobacco and smoke free work force.
- Must have proficient communication skills both written and verbal
- Minimum of three years experience required in:
  - Secretarial/clerical duties
  - Use of Microsoft Word and Excel
  - Quick Books or equivalent to perform bookkeeping and accounting duties.
  - Experience handling Employee attendance record keeping.
- Be willing to attend monthly board meetings if required.
- Resumes must be submitted to KRCCD and should include employment and education history with a minimum of three references.
- Interested applicants can pick up or request more information about this vacancy from:  
Kinkaid-Reed's Creek Conservancy District  
1763 Water Plant Road  
Murphysboro, IL 62966  
Phone: 618-687-1722  
*This institution is an equal opportunity provider and employer.*

DEADLINE TO APPLY: **March 8, 2023**, or until position is filled.