

PLEASE POST 6/15/2021

CES, MHHS, Business/District Office, Transportation
cc: Matthew Purificato

POSITION AVAILABLE

SCHODACK CENTRAL SCHOOL DISTRICT
1477 South Schodack Road
CASTLETON, NEW YORK 12033

SECRETARY I – Castleton Elementary School Main Office
(Provisional appointment, subject to successful passing of the Rensselaer County Civil Service exam for Secretary I. Must take the next time the exam is given).

*\$20.48 per hour start rate based on the July 2017 – June 2021 contract (currently in negotiations).
10 months, competitive Civil Service position
6.50 hours/day

QUALIFICATIONS:

Competitive Civil Service Position

Candidate must meet Rensselaer County Civil Service requirements for Secretary I position.

Strong organizational skills and the ability to work with minimal supervision.

Must be familiar with computer and basic software programs.

(see detailed Civil Service description attached)

- A) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in secretarial science or closely related field and two years of clerical experience which shall have involved typing using a typewriter, word processor or personal computer; or
- B) Graduation from High School or possession of an equivalency diploma and four years of clerical experience using a typewriter, word processor or personal computer; or
- C) An equivalent combination of training and experience as defined by the limits of (A) & (B) above.

APPLY TO:

Regina Maier
Castleton Elementary School
1477 South Schodack Road
Castleton, NY 12033

rmaier@schodack.k12.ny.us

APPLY BY: June 21, 2021