



**POSTING #15
(Anticipated)**

THE EAST GREENBUSH CENTRAL SCHOOL DISTRICT, NEW YORK
An Equal Opportunity/Affirmative Action Employer

DATE OF POSTING: November 20, 2017

POSITION: Typist

SALARY: \$16.49 per hour (Step 1) - \$20.40 per hour (Step 11)
Salary determined from the School-Related Personnel (SRP) agreement

ASSIGNMENT: Pupil Personnel Services & Registrar Grades 1-12

HOURS: 7.5 hours per day – 12 month position

CLOSING DATE: December 6, 2017

MINIMUM QUALIFICATIONS: Graduation from high school including or supplemented by courses in typing, word processing and/or computer training; or an equivalent combination of training.

BRIEF DESCRIPTION OF DUTIES: To independently perform clerical and typing duties and to perform the various duties related to the operation of the school. Assist new families with the registration process. Verify residency documents. Maintain and update student information and address changes. Process orders for PPS related supplies, materials and instructional equipment. Maintain accurate records for the PPS budget.

APPLY: *The successful candidate must take, pass and be reachable on the “List of Eligibles” for the Rensselaer County Civil Service examination for Typist.* All interested and qualified individuals wishing to become candidates for this position must meet the minimum qualifications, and submit a complete application packet that includes a cover letter, resume, East Greenbush Central School District application and Rensselaer County Civil Service application (available on the district website) by **December 6, 2017** to:

*Michele Bowman
Assistant Superintendent for Personnel and Professional Development
East Greenbush Central School District
29 Englewood Avenue
East Greenbush, NY 12061*

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

Notice of Non-Discrimination Policy

The East Greenbush Central School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or marital status, sexual orientation or any other characteristic protected by State or Federal law in any of its employment decisions; and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and NYS Human Rights Laws.

Administration Center, 29 Englewood Avenue, East Greenbush, New York 12061
Phone: (518) 207-2528 Fax: (518) 477-4833