



**POSTING #2
Anticipated**

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

- DATE OF POSTING:** **May 31, 2018**
- POSITION:** Secretary II
- SALARY:** \$21.94 per hour (Step 1) - \$26.39 per hour (Step 10)
Salary in accordance with the terms of the Confidential Employees Memo of Understanding
- ASSIGNMENT:** Assistant Superintendent for Personnel and Professional Development
- HOURS:** 4.0 hours per day – 12 month position
- CLOSING DATE:** **June 13, 2018**
- MINIMUM QUALIFICATIONS:** Eligibility from Rensselaer County Civil Service list, five years' experience working in a confidential environment, advanced computer skills, responsive interpersonal skills, highly organized, competent, dependable, courteous and self-directed, possess ability to multi-task and to work under stress of deadlines.
- BRIEF DESCRIPTION OF DUTIES:** Duties include a variety of highly confidential, diverse, and routine clerical tasks.
- APPLY:** Anyone interested in applying for the above position must be reachable on an existing Secretary II list at the Rensselaer County Civil Service Commission, or must be eligible to take and score competitively on an examination for Secretary II. 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 www.egcsd.org) by **June 13, 2018**. Please send complete applications 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.