POSTING #36
REPOSTED

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

DATE OF POSTING:	**June 30, 2020**
POSITION:	Account Clerk Typist
SALARY:	$14.86 per hour (Step 1) - $21.30 per hour (Step 11) *Salary determined from the School-Related Personnel (SRP) agreement*
ASSIGNMENT:	Central Administration
HOURS:	7.5 hours per day – 12 month position
CLOSING DATE:	**July 14, 2020**
MINIMUM QUALIFICATIONS:	Graduation from high school including or supplemented by courses in bookkeeping and typing.
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:	Applicants need working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to make arithmetic computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to write legibly; ability to get along well with others: clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy.
APPLY:	***The successful candidate must take, pass, and be reachable on the "List of Eligibles" for the Rensselaer County Civil Service examination for Account Clerk 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 **July 14, 2020,** to**:** *Marissa Cannon* *Director of Human Resources* *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) 207-2529 Fax: (518) 477-4833