



Notice of Vacancy

Title: Administrative Aide

Vacancy No: 2262

Appointment Effective: November 11, 2020

Type of Appointment To Be Made: Promotional/Probationary

Salary: As Per Contract

Requirements of Applicants (include all pertinent prerequisites):

1. Graduation from High School or Equivalent
2. Three years of district clerk typist experience
3. Must be on the current Port Jervis Civil Service Administrative Aide eligibility list or be eligible through other Civil Service means

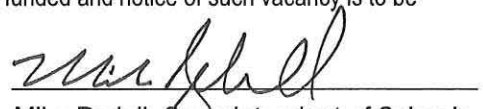
General Statement of Duties: Such person shall be responsible for performing a variety of clerical services to assist and participate in the routine functions of an administrative office. Work is performed under general supervision with leeway permitted for the exercise of independent judgment in order to relieve the administrator of the details and day-to-day operations within the office.

Benefits: As Per Contract

Person(s) interested in applying for the above position are to submit a support staff application along with three letters of personal reference and sent to:

Jessica Ellsworth, Personnel Assistant
Port Jervis City School District
9 Thompson Street
Port Jervis, NY 12771

Central Office Approval: The above described position is hereby approved and funded and notice of such vacancy is to be posted in all buildings in the Port Jervis City School District on 10/15/20.


Mike Rydell, Superintendent of Schools



Port Jervis City School District Is An Equal Opportunity Employer

Support staff postings are anticipated to expire in ten calendar days.