



PORT JERVIS

CITY SCHOOL DISTRICT

Notice of Vacancy

Title: Clerk Typist

Vacancy No: 2509

Appointment Effective: February 17, 2023 (Pending Fingerprint Clearance)

Type of Appointment To Be Made: *Provisional**

Salary: \$18.66/Hour (Step 1 As Per CSEA Collective Bargaining Agreement)

Requirements of Applicants:

1. Graduation from High School or Equivalent
2. **Selected candidate must participate in the next applicable civil service examination and obtain a score in the top three.*

General Statement of Duties: Such person should be able to independently perform routine clerical work and/or assist with higher order office responsibilities, much of which involve substantial use of a computer, copier and other office equipment.


Benefits: Full Time Benefits As Per CSEA 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 January 18, 2023.


Dr. John J. Bell
Superintendent of Schools



Port Jervis City School District Is An Equal Opportunity Employer

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