



**PORT JERVIS**  
**CITY SCHOOL DISTRICT**

**Notice of Anticipated Vacancy**

**Title:** Payroll Clerk

**Vacancy No:** 2511

**Appointment Effective:** February 20, 2023 (Pending Fingerprint Clearance)

**Type of Appointment To Be Made:** *Provisional\**

**Salary:** As Per CSEA Collective Bargaining Agreement

**Requirements of Applicants (include all pertinent prerequisites):**

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.*
3. *Experience preferred*

**General Statement of Duties:** Such person shall be responsible for processing and maintaining payroll records and health benefits programs. Work is performed under the supervision of the Assistant Superintendent for Business allowing for the exercise of independent judgment to carry out daily operations necessary to the job description.

**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:**

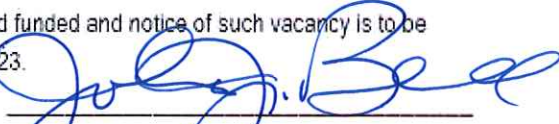
**Jessica Ellsworth, Personnel Assistant**

**Port Jervis City School District**

**150 Pike 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 26, 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.