



**PORT JERVIS  
CITY SCHOOL DISTRICT**

**Notice of Vacancy**

**Title:** Senior Payroll Clerk

**Vacancy No:** 2615

**Appointment Effective:** June 17, 2024

**Type of Appointment To Be Made:** Full Time, Probationary

**Salary:** Base Salary Starting at \$30.70/hour (As Per CSEA Collective Bargaining Agreement)

**Benefits:** Full Time Benefits As Per CSEA Contract.

**Requirements of Applicants:**

1. Graduation from High School or Equivalent
2. Must be reachable on the **Port Jervis Senior Payroll Clerk** eligibility list.

**General Statement of Duties:** The qualified candidate should have thorough knowledge of payroll procedures and employee benefit programs; extensive knowledge of business arithmetic; working knowledge of office terminology; working knowledge of federal, state and local laws and regulations with respect to payroll preparation; ability to operate payroll systems; ability to make accurate computations; ability to understand and follow oral and written instructions and the ability to lead and direct the work of others.

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

**Jessica Ellsworth, Human Resources Coordinator**

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 April 3, 2024.

  
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Dr. John J. Bell  
Superintendent of Schools



**Port Jervis City School District Is An Equal Opportunity Employer**

Application Deadline: April 12, 2024