



Notice of Vacancy

Title: Senior Payroll Clerk

Vacancy No: 2338

Appointment Effective: July 2, 2021

Type of Appointment To Be Made: Provisional

Salary: As Per CSEA Collective Bargaining Agreement

Benefits: As Per Contract

Requirements of Applicants:

1. Graduation from High School or Equivalent
2. Must be reachable on the Port Jervis Senior Payroll Clerk eligibility list or eligible through other Civil Service means.

General Statement of Duties: Thorough knowledge of payroll procedures and employee benefits programs and procedures; good knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment; working knowledge of federal, state and local laws, rules and regulations with respect to payroll preparation; ability to operate computerized payroll systems; ability to make accurate computations; ability to understand and follow oral and written instructions; ability to lead and direct the work of others; ability to deal effectively with others; keyboarding ability.

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 June 17, 2021.

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.