SMITHTOWN CENTRAL SCHOOL DISTRICT
OFFICE OF NON-CERTIFIED PERSONNEL

Date: September 16, 2019
Posting #: 16131

ANNOUNCEMENT OF A VACANCY FOR
CLERICAL SUBSTITUTES

TITLE:
Clerical Substitutes
● Must be a high school graduate
● Knowledge of basic computer skills, general office procedures and office machines (computer, fax, and copier)
● Ability to learn assigned tasks and adhere to departmental routines
● Bilingual candidates are encouraged to apply

CIVIL SERVICE CLASSIFICATION:
Office Assistant - Call-In/Non-Competitive

SALARY:
$14.20/hour

GRADE:
N/A

LOCATION:
District-wide

WORK YEAR:
12 Months

WORK HOURS:
7 hours/day or as needed

EFFECTIVE:
TBD

APPLICATION DEADLINE:
October 9, 2019

Applications for the above position are to be made by submitting a letter of application including the posting number, two professional references and a resume on OLAS: www.pnwboces.org – Employment Jobs in NYS (OLAS) addressed to: Neil D. Katz, Assistant Superintendent for Personnel. Applications will only be accepted via OLAS, please do not mail or email applications.

The Smithtown Central School District, in compliance with Federal and State statutes, does not unlawfully discriminate on the basis of sex, race, color, creed, national origin, disability, handicap, marital status, veteran status, age or sexual orientation.