SMITHTOWN CENTRAL SCHOOL DISTRICT
OFFICE OF NON-CERTIFIED PERSONNEL

Date: September 10, 2019
Posting #: 16128

ANNOUNCEMENT OF A VACANCY FOR A
PART-TIME OFFICE ASSISTANT

TITLE:
Part-Time Office Assistant

PREFERRED QUALIFICATIONS:
Bilingual candidates are encouraged to apply

PREFERRED EXPERIENCE:
Experience in an office setting
Proficient in Google Suite, PowerSchool & Wincap

CIVIL SERVICE CLASSIFICATION:
Part-Time Office Assistant - Does not require Civil Service test.

SALARY:
$21.35/hour

LOCATION:
Administration Building

WORK YEAR:
12 Months

WORK HOURS:
3 hours/day (10:00 a.m. - 1:00 p.m.) Hours are flexible
(per Civil Service - not to exceed 17.5 hours per week)

EFFECTIVE:
October 23, 2019 (approximately)

APPLICATION DEADLINE:
September 18, 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 location and hours of the above noted vacancy are subject to change should this position be filled by the lateral transfer of a current employee,

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, gender or sexual orientation.