



Bethlehem Central School District
Support Staff Vacancy

Bethlehem Central School District * 700 Delaware Avenue * Delmar, NY 12054

POSTING NO. 045 **Date:** January 9, 2019

POSITION: Clerical Assistant (10 month, 7.5 hours per day)
LOCATION: Glenmont Elementary
328 Route 9W
Glenmont, NY 12077

Bethlehem Central Middle School
332 Kenwood Avenue
Delmar, NY 12054

QUALIFICATIONS: Any candidate with permanent Civil Service status as a Clerical Assistant or Keyboard Specialist (or reachable on an existing Civil Service eligibility list) may apply.

DUTIES:

- Prepares correspondence, documents, records and other written material in final or draft form;
- Drafts basic original correspondence;
- Proofreads and corrects work producing accurate, clean and complete prepared copy;
- Answers telephone and gives out routine information;
- Sorts, date stamps and distributes mail and packages;
- Serves as receptionist and greets clients and/or visitors;
- Maintains alphabetic, numeric and/or chronological files of correspondence, searching for requested material and periodically purging obsolete material;
- Schedules meetings and appointments

STARTING DATE: February 11, 2019
SALARY: Step 1 of Salary Grade 5, \$27,010

HOURS PER DAY: 7.5 hours per day

DEADLINE FOR APPLICATION: January 18, 2019

Apply for this position in writing to:

Laura Heffernan, Glenmont Elementary Principal
Glenmont Elementary School
328 Route 9W
Glenmont, NY 12077

It is the policy of Bethlehem Central School District that no person shall be subjected to discrimination on the grounds of race, color, religion, sex, national origin, citizenship status, ethnicity, creed, military or veteran status, mental or physical disability, HIV status, marital status, sexual orientation, genetic predisposition or carrier status, age, protected activity, status as a victim of domestic violence or stalking or any other classification protected by applicable Federal, State or Local Law.