Support Staff Vacancy
Bethlehem Central School District

POSTING NO. 077
Date: January 10, 2022

POSITION: 10 Month Probationary Clerical Assistant

LOCATION: Bethlehem Central Middle School
Nurses Office
332 Kenwood Avenue
Delmar, NY 12054

DUTIES:
- Prepares, stores and retrieves lists and documents;
- Answers telephone and gives out routine information;
- Sorts, date stamps and distributes mail and packages;
- Serves as receptionist and greets students and/or visitors;
- Communication and organizational skills is required;
- Knowledge of Microsoft Office Products, and EXCEL preferred
- Various other clerical duties as needed

QUALIFICATIONS:
Any candidate with Clerical Assistant Civil Service status may apply. IN the event a Clerical Assistant list does not exist, the successful candidate will be appointed provisionally. Candidate will be required to subsequently pass the Clerical Assistant Civil Service exam and be reachable on the Civil Service certified list.

STARTING DATE: February 7, 2022

SALARY: Step 1 of Salary Grade 5, $30,492 annually

HOURS PER DAY: 7.5 hours per day

DEADLINE FOR APPLICATION: January 21, 2022

Apply for this position in writing:

Michael Klugman, Principal
Bethlehem Central Middle School
332 Kenwood Avenue
Delmar, NY 12054

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.