POSTING NO.: 030  

Date: August 16, 2022

POSITION: 10 Month Probationary Clerical Assistant

LOCATION: Bethlehem Central High School  
Main Office  
700 Delaware Avenue  
Delmar, NY 12054

DUTIES:  
- Assist with students;  
- Sorts, date stamps and distributes mail and packages;  
- Provide Clerical support to Main Office as needed  
- Responsibilities may include greeting visitors and students; answering phones and giving out routine information;  
- 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 Entry Level Clerical Civil Service exam and be reachable on the Civil Service certified list.

STARTING DATE: September 12, 2022

SALARY: Step 1 of Salary Grade 5, $30,797 annually

HOURS PER DAY: 7.5 hours per day

DEADLINE FOR APPLICATION: August 29, 2022

APPLY FOR THIS POSITION ONLINE AT WWW.OLASJOBS.ORG/CAPITAL

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.