

Lackawanna City School District

McKinley School
245 South Shore Blvd.
Lackawanna, NY 14218
Phone: (716) 827-6714 Fax: (716) 827-6710

POST

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RECRUITMENT BULLETIN NO. 16
2017-2018 SCHOOL YEAR
October 20, 2017

SUBSTITUTE CLERICAL/SECRETARY

POSITION:

The Superintendent of Schools is interested in receiving applications from qualified individuals for the position of SUBSTITUTE ACCOUNT CLERK TYPIST.

QUALIFICATIONS:

Ability to type and knowledge of Microsoft Word and Microsoft Excel, knowledge of office terminology, procedures and equipment; ability to follow oral and written directions and to prepare correspondence reports and other materials from general directions; ability to spell well and to use proper English; good judgment in record-keeping procedures; accuracy; courtesy; neat personal appearance; ability to meet the public; good physical condition.

Performs clerical tasks of more than average difficulty in keeping financial accounts and records in addition to typing assignments of average difficulty.

Must be a resident of the City of Lackawanna

DUTIES AND RESPONSIBILITIES:

1. Performs routine clerical tasks and maintains office files and a variety of office records; does related work as required.
2. Answers telephones, directs calls and takes accurate messages as necessary.
3. Performs as a public relations specialist – remains cordial and diplomatic in dealing with parents and the public.
4. Understands the restrictive and trusted position of clerical support staff. Maintains and respects the confidentiality of the office.

LOCATION:

Various

SALARY:

\$14.00 per hour

STARTING DATE:

Pending Board of Education Action.

LENGTH OF SERVICE:

Per diem assignment.

APPLICATION:

A Civil Service Application along with a letter of interest must be addressed to Anne. G. Spadone, Superintendent of Schools, 245 South Shore Boulevard, Lackawanna, New York 14218

Civil Service Applications may be obtained in the Personnel Office as well as on our District website (under employee forms in the Personnel Department section).

FINAL FILING DATE:

Applications taken continuously

Anne G. Spadone
Superintendent of Schools

THE LACKAWANNA CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.