

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN 22-23-140
NOVEMBER 2022**

**TYPIST- PART TIME 20 HR
COMMUNITY SCHOOLS**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**PART TIME TYPIST 20 HRS WEEKLY
COMMUNITY SCHOOLS PROGRAM**

QUALIFICATIONS:

As in accordance with Civil Service

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

Meet Civil Service requirements for Typists. Provide secretarial and clerical support to offices. Good knowledge of office terminology, procedures and equipment; ability to understand and carry out oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude. Strong computer knowledge as well as willingness to learn new computer skills. Related work as required.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

EFFECTIVE DATE: As soon as possible after the offer of employment.

SALARY: \$15.00 per hour

**FINAL DATE
FOR FILING:** Open until filled

SEND LETTER OF INTEREST TO: cc:hroffice@poughkeepsieschools.org
Dr. Timothy Wade
Assistant Superintendent of Administrative Services
18 South Perry St.
Poughkeepsie, NY 12601

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.