

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

INTERNAL

**RECRUITMENT BULLETIN 22-23-35
AUGUST 2022**

**TYPIST- ADMIN BUILDING
EX. DIR OF SCHOOL ENGAGEMENT/SECURITY**

NOTICE OF POSITION

POSITION:

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

**TYPIST TO EXECUTIVE DIRECTOR OF SCHOOL ENGAGEMENT & SECURITY DEPT.
ADMINISTRATION BUILDING**

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.

This position provides clerical support to the Executive Director of School Engagement in addition to the Security Department. While the specific duties vary with the needs of the office, the incumbent provides skilled keyboarding services in addition to a range of routine clerical services such as filing, photocopying, faxing, maintaining office supplies, sorting and distributing mail and other similar activities.

While initially, assignments are limited in scope, employees eventually will be assigned duties of increasing difficulty. Work is performed under direct supervision and detailed instructions are given for new or difficult tasks.

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 appointment.

SALARY: In accordance with the Clerical Contract

FINAL DATE FOR FILING: Open until filled

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

Internal applicants may apply with only a letter of interest including permission for the screening committee coordinator to review their personnel files. They are also welcome to submit any additional documentation to support their candidacy. 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.