

*Watervliet City School District
1245 Hillside Drive
Watervliet, New York
(518) 629-3201*

NOTICE OF POSITION OPENING

POSITION: Anticipated Clerk Typist (Civil Service Position)
LOCATION: Watervliet Jr. Sr. High School
START DATE: ASAP
SALARY: \$21,000-\$26,000 per year plus
district-paid full health benefits
HOURS: 7:30 a.m. – 3:00 p.m.
TYPE OF POSITION: 12 Months

Minimum Qualifications:

1. Must be a resident of Albany County, preference given to residents of the City of Watervliet.
2. Applicant will be appointed provisionally-subject to score on upcoming Administrative Aide Civil Service exam (date of exam to be determined).
3. Computer skills include advanced use of Word and/or Google Docs and Excel and/or Google Spreadsheets.
4. Ability to work with students/staff in varied social/cultural backgrounds.
5. Ability to handle multiple jobs simultaneously.
6. Ability to handle deadlines and prioritize office needs.
7. Ability to maintain confidentiality and flexibility.
8. Must possess excellent organizational and creative problem solving skills.

INTERESTED CANDIDATES SHOULD APPLY TO:

*Kelly Webster
Assistant Principal, WJSHS
Watervliet City School District
1245 Hillside Drive
Watervliet, New York 12189*

Date Posted: June 7, 2018
Closing Date: Until Filled