



# WESTBURY

UNION FREE SCHOOL DISTRICT

**Dr. Tahira DuPree Chase**  
Superintendent of Schools

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## PERSONNEL BULLETIN FOR THE 2023-2024 SCHOOL YEAR:

### Typist-Clerk in the Business Office

#### Requirements:

- Must be on the Nassau County Civil Service Typist-Clerk list.

#### Application Process:

- Candidates who are on the Nassau County Civil Service Typist-Clerk list will receive a Canvass Letter from the Westbury UFSD. Interested candidates who receive the Canvass Letter will need to return the document and indicate, *"I am available for the position described above."*

#### Hours:

- 8:00 a.m.-4:00 p.m.

#### Salary Range:

- Commensurate with experience as per the UPSEU Westbury Clerical Unit Contract.

#### Benefits:

- As per the UPSEU Westbury Clerical Unit.

#### **INTERESTED APPLICANTS:**

Please email a cover letter and resume to [www.olasjobs.org](http://www.olasjobs.org) by the end of the day on

**Monday, May 22, 2023.**

Westbury Union Free School District is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender expression, disability, or age.

*It is the obligation of the Westbury Union Free School District to embrace the diversity within our District, while actively eliminating practices that perpetuate the disparities among our students, so that all students can benefit. The WUFSD is a community that ensures equitable access to a world class education, unleashing the potential of every student. The WUFSD focuses on the individual and unique needs of each student.*

**PLEASE REMOVE AFTER MONDAY, MAY 22, 2023**