



East Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

Dr. Clarence G. Ellis
Superintendent of Schools

Office of Personnel

Secretary II (Spanish Speaking Substitute)

The East Ramapo Central School District has an immediate opening for a Secretary II (Spanish Speaking Substitute). The position is hourly.

Job Description: This is secretarial work of a responsible nature which may involve clerical processing responsibilities. Confidentiality is of the utmost importance when dealing with classified information. The secretarial duties involve the use of independent judgment in the handling of non-routine situations and data and in the determination of priorities to assist administrator(s). This title is distinguished from that of a Secretary II in that some of the duties performed in this position require the incumbent to possess a speaking and reading ability in Spanish at the fluency level indicated below in the Notes. The work is performed in coordination with administrator(s). Does related work as required.

Required Qualifications: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, at least one (1) year of which involved supervisory and/or non-routine duties. Additional qualifying experience or any academic, technical, or vocational training may be substituted for schooling on a year-for-year basis. An Associate's degree may be substituted for two (2) years of the required general experience. A Bachelor's degree or higher may be deemed fully qualifying.

Other Requirements and Information: Residency in Rockland County is a requirement for this position.

Salary and benefits are competitive with the public sector market including but not limited to the following:

- \$19 - \$21 per hour
- Up to a 35-hour work week

If you are interested in this position, please email your resume and cover letter to: jobs@ercsd.org.