



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

Senior Clerk-Typist (Substitute)

The East Ramapo Central School District has an immediate opening for a Senior Clerk-Typist (Substitute). The position is hourly.

Job Description: The work includes the integration of a variety of data and the processing of clerical work. May also involve some secretarial responsibilities. Confidentiality is of the utmost importance when dealing with classified information. The job requires an understanding of the complete clerical process from an administrative function. It involves independent judgment to be exercised and attention to the complexity of assignments. The work is performed under the general supervision of an administrator. Does related work as required.

Required Qualifications: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience.

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

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

- **\$18 - \$20 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.