



PLEASE POST

REGINA ARMSTRONG
Superintendent of Schools
ADMINISTRATION OFFICE

RODNEY GILMORE, Ed. D.
Associate Superintendent for Human Resources
HUMAN RESOURCES DEPARTMENT

January 25, 2024

JOB POSTING #165

2023 – 2024 SCHOOL YEAR VACANCY

Competitive Civil Service Position Provisional Appointment

POSITION: **TYPIST-CLERK, BILINGUAL (SPANISH) - Provisional**
(Permanent appointment contingent upon participating and attaining a reachable score on the next Civil Service exam for this title)

LOCATION: Districtwide

QUALIFICATIONS: Graduation from High School or two years office, clerical experience

JOB DUTIES:

Under direct supervision, perform routine clerical duties. Related work as required. This work involves responsibility for accurate performance of a limited variety of non-supervisory clerical duties.

- The ability to comprehend Spanish in addition to English, and to speak it fluently.
- The ability to understand and follow simple oral and written directions.
- The ability to perform a variety of related clerical duties.
- The ability to print legibly.
- Operate office machines.

COMPENSATION: Contractual

CLOSING DATE: February 1, 2024

Position subject to Civil Service Approval

APPLICATION PROCEDURES: Candidates must apply on www.olasjobs.org/longisland
Qualified candidates should submit a letter of interest and resume.

Rodney Gilmore, Ed.D.

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