



# PLEASE POST

REGINA ARMSTRONG  
Superintendent of Schools  
ADMINISTRATION OFFICE

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

September 14, 2023

JOB POSTING # 143

## 2023 – 2024 SCHOOL YEAR VACANCY

### Competitive Civil Service Position

**POSITION:**      **ACCOUNT CLERK - PROVISIONAL**

(Permanent appointment contingent upon participating and attaining a passing, reachable score in the next Civil Service exam for this title)

**QUALIFICATIONS:**

1. Graduation from high school, including or supplemented by a course in bookkeeping or accounting  
  
OR
2. Graduation from high school and one year of office clerical experience which involved working with financial accounts and records

**Note:** Experience, as outlined above, in excess of the one year requirement, may be substituted for high school education on a year for year basis up to a maximum of two years.

**COMPENSATION:**      Contractual

**CLOSING DATE:**      September 21, 2023

**APPLICATION PROCEDURES:** Candidates must apply on [www.olasjobs.org/longisland](http://www.olasjobs.org/longisland)  
Qualified candidates should submit a letter of interest and resume.

*Rodney Gilmore, Ed. D.*

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