



PLEASE POST

REGINA ARMSTRONG
Superintendent of Schools
ADMINISTRATION OFFICE

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

August 25, 2023

JOB POSTING # 140

2023 - 2024 SCHOOL YEAR VACANCIES Empire After School Program

Competitive Civil Service Position

POSITION: **CLERK-TYPIST – PART TIME**

JOB DUTIES: Responsible for clerical duties and recording employee and student attendance

LOCATION: Districtwide

DAYS AND TIMES: Monday – Friday, 4:05pm -6:05pm (not to exceed 4 hours per week)

COMPENSATION: Contractual

CLOSING DATE: September 1, 2023

Position is subject to Civil Service approval

APPLICATION PROCEDURES Candidates must apply on www.olasjobs.org/longisland
Interested qualified persons should submit a letter of interest and resume.

Internal candidates only

Rodney Gilmore, Ed.D.

RODNEY GILMORE, Ed. D.
Associate Superintendent for Human Resources

We are an Equal Opportunity Employer