



# PLEASE POST

REGINA ARMSTRONG  
Superintendent of Schools  
ADMINISTRATION OFFICE

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

May 2, 2023

JOB POSTING # 69

## 2023 – 2024 SCHOOL YEAR VACANCY

**POSITION:**                    **TYPIST-CLERK, BILINGUAL (SPANISH)**  
**With Confidential Stipend**

**REPORTS TO:**                Superintendent of Schools

**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.

- Ability to comprehend Spanish in addition to English, and to speak it fluently
- Ability to understand and follow simple oral and written directions
- Clerical aptitude. Generally responsible for performing a variety of related clerical and typing tasks
- Ability to print legibly
- Operates office machines

**COMPENSATION:**           Contractual

**CLOSING DATE:**            May 12, 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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