



PLEASE POST

REGINA ARMSTRONG
Superintendent of Schools
ADMINISTRATION OFFICE

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

February 10, 2023

JOB POSTING # 16

2023 – 2024 SCHOOL YEAR VACANCIES

Competitive Civil Service Position

POSITION: **TYPIST-CLERKS**

LOCATION: District wide

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 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: February 28, 2023

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.

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

We are an Equal Opportunity Employer