NORTH EAST (WEBUTUCK) CENTRAL SCHOOL DISTRICT

Robert Knuschke
School Business Administrator
194 Haight Road, P.O. Box 405
Amenia, New York 12501

Telephone 845-373-4100
Fax 845-373-4102

To: All Faculty & Staff
From: Robert Knuschke, School Business Administrator
Date: November 09, 2026
Re: Employment Opportunity

TYPIST – 12 month
(HELPS POSITION)

Qualifications:	Must meet NYS Civil Service requirements Ability to provide basic information and direction to the public; Ability to perform a variety of clerical and secretarial support work based on unit needs including logging records, photocopying, faxing, maintaining office supplies, processing mailings and similar activities; Ability to speak Spanish preferred
Hours:	Full time, 12-month position
Application Format:	Applicants must fill out a district application and include a resume as well as three letters of reference
Application Deadline:	November 16, 2026
Respond to:	Robert Knuschke, School Business Administrator
Salary:	per CSEA Contract

Interested parties who meet the minimum qualifications are to forward a resume & application **by November 23, 2026** to the attention of:

Robert Knuschke, School Business Administrator
Webutuck Central School District
194 Haight Road; P.O. Box 405
Amenia, New York 12501

Human Rights Law prohibits discrimination in employment because of age, race creed, color, national origin, sex, disability, or marital status.