



JOB OPENING

- POSITION:** Typist for Counseling Center
- Basic Function:** To provide assistance to the counseling staff. Performing general secretarial duties.
- Qualifications:** HS diploma, strong computer skills, organized and confidential, pending Civil Service
- Responsibilities:** Data entry, answering telephone, able to work in a fast paced office.
- Employment Info:** Effective February 6, 2017
Monday through Friday – 12 month position
7:30 am – 3:00 pm
- Deadline for Application:** January 31, 2017
- Salary:** \$23,000 (pro-rated for 2016-17 year) - The selected applicant will be subject to fingerprint supported criminal history background check in accordance with SAVE Legislation.
- Apply to:** Call 895-2279 for an application or fill out a non-instructional application from the DCS web site @ duaneburg.org

Jodi Marvin – HS Principal
Duaneburg Central School District
133 School Dr.
Delanson, NY 12053

Selected candidates will be contacted for interview.

Cej 1/23/17

Cc: DESA, Human Resources, ES, JR/SR HS, BG