

## **PLEASE POST CONSPICUOUSLY**

### **THE CITY SCHOOL DISTRICT OF NEW ROCHELLE ANNOUNCES AN OPEN COMPETITIVE OPPORTUNITY**

**DEPARTMENT:** Clerk and Secretary (Administration Building)

**POSITION TITLE:** Assistant to the Clerk and Secretary to the Board of Education

**CLASSIFICATION:** Provisional Appointment (Grade 10)

**SALARY RANGE:** \$52,058 – 61,258 (Effective 07/01/19)

**RESIDENCY:** Must be City of New Rochelle Resident

Please submit applications to: Mrs. Y. Jeanett Medina  
Municipal Civil Service Commission  
515 North Avenue- 1<sup>st</sup> Floor  
New Rochelle, NY, 10801

#### **ACCEPTABLE TRAINING AND EXPERIENCE:**

- (a) Possession of an Associate's Degree **PLUS** two (2) years of progressively responsible administrative office management experience which shall have included extensive dealing with the public; **OR**
- (b) Graduation from a standard high school or possession of an equivalency diploma issued by the State Education Department of New York **PLUS** four (4) years of experience as outlined in (a) above.

#### **PRIMARY JOB DUTIES:**

Performs responsible administrative tasks under the supervision of the Clerk and Secretary to the Board of Education. This work involves important contact with members of the Board of Education, Superintendent of Schools, Superintendent's Cabinet and the general public. This position requires exercising extreme confidentiality in carrying out the responsibilities of the position and independent judgment. In the absence of the Clerk and Secretary to the Board of Education assumes their duties. Does related work as required.

**APPLICATIONS DEADLINE: MARCH 17, 2020**

**FINGERPRINTING FEE REQUIRED**

**A M/FMC EQUAL OPPORTUNITY EMPLOYER**



## **PLEASE POST CONSPICUOUSLY**

### THE CITY SCHOOL DISTRICT OF NEW ROCHELLE ANNOUNCES A **PROMOTIONAL** OPPORTUNITY

**DEPARTMENT:** Clerk and Secretary (Administration Building)  
**POSITION TITLE:** Assistant to the Clerk and Secretary to the Board of Education  
**CLASSIFICATION:** Promotional / Provisional Appointment (Grade 10)  
**SALARY RANGE:** \$52,058 – 61,258 (Effective 07/01/19)

Please submit applications to: Mrs. Y. Jeanett Medina  
Municipal Civil Service Commission  
515 North Avenue- 1<sup>st</sup> Floor  
New Rochelle, NY, 10801

#### **ACCEPTABLE TRAINING AND EXPERIENCE:**

Applicants must be permanently employed with the City School District of New Rochelle in a Grade 7 or higher for at least three (3) years **AND**

- (a) Possession of an Associate's Degree **PLUS** two (2) years of progressively responsible administrative office management experience which shall have included extensive dealing with the public; **OR**
- (b) Graduation from a standard high school or possession of an equivalency diploma issued by the State Education Department of New York **PLUS** four (4) years of experience as outlined in (a) above.

#### **PRIMARY JOB DUTIES:**

Performs responsible administrative tasks under the supervision of the Clerk and Secretary to the Board of Education. This work involves important contact with members of the Board of Education, Superintendent of Schools, Superintendent's Cabinet and the general public. This position requires exercising extreme confidentiality in carrying out the responsibilities of the position and independent judgment. In the absence of the Clerk and Secretary to the Board of Education assumes their duties. Does related work as required.

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