

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- 1st 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- 1st 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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