

POSITION AVAILABLE

PROVISIONAL APPOINTMENT

Candidates must qualify to sit for Rensselaer County Civil Service Exam, but do not need to be a resident of Rensselaer County to qualify.

SCHODACK CENTRAL SCHOOL DISTRICT
1477 SOUTH SCHODACK ROAD
CASTLETON, NEW YORK 12033

ACCOUNT CLERK/TYPIST – BUSINESS OFFICE

Management/Confidential - Competitive Civil Service Position

Available start date: ASAP

\$ 24.25 per hour start rate

1.0 FTE - 12-month position

- The Business Office has a position available. Responsibilities include, but are not limited to supporting business administrator and business office functions.
- Experience with Microsoft Excel and bookkeeping/accounting background preferred.
- Must be familiar with google apps, e-mail and internet, basic computer applications and software programs, preferably Microsoft Office.
- Competitive civil service position. Candidate must be eligible to take and pass the Account Clerk /Typist civil service exam when it is offered and meet all Rensselaer County civil service requirements.
- Professional verbal and written communication skills, strong mathematical aptitude desired.
- Position requires strong organizational skills, ability to work independently, ability to manage multiple priorities and ability to maintain a high degree of confidentiality.
- Willingness and desire to be a part of a customer service focused team.

QUALIFICATIONS:

A) Graduation from high school including or supplemented by courses in bookkeeping and typing.