



# CLARKSTOWN CENTRAL SCHOOL DISTRICT

**Mr. Jeffrey Sobel**

*Assistant Superintendent for Personnel and Instruction*

62 Old Middletown Road · New City · NY 10956

Tel: (845) 639-6430 · Fax: (845) 639-1977

[jsobel@ccsd.edu](mailto:jsobel@ccsd.edu) · [www.ccsd.edu](http://www.ccsd.edu)

The Clarkstown Central School District has the following openings for candidates eligible to be Rockland County Civil Service approved\*

- *Secretarial Typist- District Office*
- *Clerk/Typist High School Level*
- *Senior Clerk/Typist Health Services*
- *Senior Clerk (Spanish Speaking) Registration Office*
- *Clerk/Typist LFT Elementary Level*

\*These positions are currently open to any candidate who meets the qualifications under Rockland County Civil Service for a Provisional Appointment. The selected individuals would then fill the position and need to take the next available competitive examination.

## **Required Qualifications:**

Found on Rockland County Civil Service website at:

<https://mycivilservice.rocklandgov.com/default/jobs>

## **Other Requirements and Information:**

This is a competitive position in Civil Service and reachability on a test would be a requirement for permanent appointment.

**Salary and benefits are competitive with the public sector market including but not limited to the following:**

- \$19.86 Hourly Salary for Clerk/Typist position
- \$41,831 Annual Salary for Senior Clerk/Secretarial Typist position
- 30-37.5 Hour work week
- Medical, Dental and Vision
- Time off including vacation, personal and holiday time
- New York State Pension eligibility

**Interested candidates should email** your resume and cover letter to Jeff Sobel at [jsobel@ccsd.edu](mailto:jsobel@ccsd.edu)

Applications can be found at <https://rocklandgov.com/departments/personnel/guidelines-and-forms/>.