



CLERK TYPISTS (SPANISH SPEAKING)- PROVISIONAL

The North Rockland (Haverstraw-Stony Point) Central School District is seeking candidates for a provisional Clerk Typist (Spanish Speaking) position working at an elementary building. This is full time 12-month position which includes a comprehensive benefits package. All candidates must meet the Rockland County Civil Service requirements.

Job responsibilities include: typing; sort, index, and file correspondence and other materials; maintain and balance simple account or record keeping entries; answer telephone and personal inquiries and direct callers in English and Spanish; operate a variety of machines in the performance of clerical work.

Minimum Qualifications: Graduation from high school or possession of an equivalency diploma. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis; Spanish proficiency (as defined by the Local Examinations Division of the New York Department of Education).

Minimum Starting Salary: \$38,111

Additional information about these positions can be found [here](#).

Candidates can apply for this position via the PNW BOCES Online Application System (OLAS) at <https://olasjobs.org> or by submitting a resume and cover letter to:

Mr. Eric Baird, Assistant Superintendent for Human Resources & community Relations
North Rockland Central School District
65 Chapel Street
Garnerville, NY 10923
ebaird@northrockland.org

Posted 12/12/2023