



East Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

Mr. Anthony DiCarlo
Superintendent of Schools

Office of Personnel

Principal Clerk – Personnel Department

The District is accepting resumes throughout the year for ongoing vacancies.

East Ramapo Central School District has an immediate opening in their Personnel Department. The work is specialized, diverse and can be complex in nature.

Job Description: This is a twelve-month position in the Personnel Department. The work includes the integration of a variety of data and the processing of clerical work. May also involve some secretarial responsibilities. Confidentiality is of the utmost importance when dealing with classified information. The job requires an understanding of the complete clerical process from an administrative function. It involves independent judgment to be exercised and attention to the complexity of assignments. The work is performed under the general supervision of an administrator. Does related work as required.

Required Qualifications: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, at least one (1) year of which involved supervisory and/or non-routine duties.

Other Requirements and Information: Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis. An associate's degree may be substituted for two (2) years of the required general experience. A bachelor's degree or higher may be deemed fully qualifying.

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

- **Salary range is \$40,717 – \$76,603**
- 35 hour work week
- Medical and Dental Insurance
- Paid time off including sick leave, personal days and holidays
- New York State Pension eligibility

If you are interested in this position, please email your resume and cover letter to: jobs@ercsd.org.

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