



# 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

## Clerk-Typist (Spanish-Speaking)

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

The East Ramapo Central School District has several immediate openings for Clerk-Typist (Spanish-Speaking). Positions are 12-month, full time positions and 10-month, full time positions. All are Monday through Friday, 35 hours per week.

The work is primarily general level clerical work which involves the ordering, recording, tabulating or otherwise processing of materials which is either repetitive, routine or requires several relatively short sequential operations. The work also involves general office work such as answering phones, opening mail, occasionally typing correspondence, entering student attendance into the eschool system, as well as greeting visitors to the school/office. Typing is an integral part of the job. This title is distinguished from that of a Clerk-Typist in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Notes. The work is performed in accordance with prescribed procedures under the general supervision of an administrator or a higher-level clerical employee. Does related work as required. Candidates must have working knowledge of office terminology and procedures; and working knowledge of business arithmetic and English; ability to read, speak and understand colloquial Spanish; ability to type at a rate of thirty-five (35) words per minute\*; ability to understand and carry out simple oral and written directions; ability to process documents and ability to communicate, ability to maintain records, ability to file alphabetically and numerically.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma.

### NOTES:

- Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-to-year basis.
- Secretarial or business school training may be substituted for high school on a one-for-one basis
- Candidates are expected to possess a Level II proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

\*To be demonstrated during the probationary term.

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

- **Salary range is \$30,136 – \$57,653 (12 month positions)**
- **Salary range is \$25,115 – \$48,115 (10 month positions)**
- 35 hour work week

As a unified community, the East Ramapo Central School District is committed to educating the whole child by providing a healthy, safe, supportive, engaging and challenging learning environment.

- 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](mailto:jobs@ercsd.org).

Posted 9/20/2024