



**Peekskill City School District**  
*A System Focused on Every Student; Every Day*

Office for  
Administrative Services/HR

1031 Elm Street • Peekskill, NY 10566-3499  
(914) 737-3300 FAX: (914) 737-3912

**PLEASE POST IN APPROPRIATE AREAS**  
**PERSONNEL BULLETIN #1920-005**  
**ANTICIPATED VACANCIES**  
**July 3, 2019**

**POSITION:** Office Assistant (Automated Systems)

**QUALIFICATION:**

- Competitive Civil Service position
- Candidates must be on the Westchester County Civil Service eligibility list or presently hold this title to apply.

**LOCATION:** Athletic Department

**REPORTS TO:** Director of Physical Education, Health and Athletics

**START DATE:** August 7, 2019 (anticipated)

**SALARY:** Terms of employment are in accordance with the Peekskill Association of Educational Secretaries (PAES) Contract.

**CLOSING DATE:** July 19, 2019

**INSTRUCTIONS TO APPLICANTS:**

Submit letter of interest and resume on-line to: [www.OLASjobs.org/lhv](http://www.OLASjobs.org/lhv) or [personnel@peekskillschools.org](mailto:personnel@peekskillschools.org)

If you are a Peekskill resident and/or a Peekskill Alumni and are interested in applying, please submit a letter of interest and resume to Dr. Joe Mosey, Assistant Superintendent for Administrative Services at [personnel@peekskillschools.org](mailto:personnel@peekskillschools.org)

Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

The Peekskill City School District is an Equal Opportunity Employer and does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status in hiring, educational programs and activities it operates. Candidates must submit to fingerprints clearance.