



Peekskill City School District

Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.

**Office
for
Administrative Services**

**Administration Center, 1031 Elm Street, Peekskill, NY 10566-3499
Phone: (914)737-3300 ext. 1550/1551 Fax: (914) 788-7580**

PLEASE POST IN APPROPRIATE AREAS

PERSONNEL BULLETIN #1920-182

ANTICIPATED VACANCIES

March 20, 2020

Position:

District Messenger (12-month Civil Service position)

Primary Function

Under direct supervision, incumbents of this position provide a pick-up and delivery service involving the operation of an automobile for the district. Incumbent delivers mail, records, packages, films and other materials to points both within and outside the school district. Clerical work is limited to keeping records concerning such deliveries. Does related work as required.

Location:

District- wide

Qualifications:

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES:
Good knowledge of safety precautions involved in the operation of light automotive equipment; ability to operate a motor vehicle; ability to understand and follow simple oral and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to get along well with others; dependability; courtesy; neat personal appearance; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either:
(a) completion of two (2) years of high school or trade school or (b) two (2) years of work experience.

SPECIAL REQUIREMENT: Possession, at time of appointment, of a valid license to operate a motor vehicle in New York State appropriate to equipment driven. The appointing authority is responsible for verifying and ensuring that candidate meets these conditions at time of appointment and throughout the course of employment. Must have own vehicle with

<u>Reports to:</u>	Director for Facilities
<u>Work Day:</u>	Monday – Friday (when district is open) Works up to 2 ½ - 3 hours per day (anticipated) (start time 9:30am)
<u>Start Date:</u>	May, 2020 (anticipated)
<u>Salary:</u>	\$23 per hour, no benefits
<u>Closing Date:</u>	March 30, 2020

INSTRUCTIONS TO APPLICANTS:

Submit letter of interest and resume on-line to: 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

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.