



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 #2324-127E

ANTICIPATED VACANCIES

November 30, 2023

REVISED

POSITION:

Office Assistant (Automated Systems) (Spanish Speaking)

LOCATION:

Hillcrest Elementary School

QUALIFICATIONS:

- Competitive Civil Service Position. Candidates must be on the Westchester County Department of Human Resources/Civil Service eligibility list (and be a reachable candidate), presently (or previously) have held this title, or be eligible for transfer in accordance with New York State Civil Service laws to apply;
- Possession of a high school or equivalency diploma.

SPECIAL REQUIREMENT:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

EXAMPLES OF WORK:

- Communicates orally and in writing in both Spanish and English
- Maintains an automated office record system for the assigned department by entering and retrieving data on a computer;
- Maintains detailed manual records and files in alphabetic, numeric or chronological order;
- Retrieves data and compiles information from manual and automated files for the preparation of routine reports and correspondence, and to prepare other reports, charts, responses to inquiries, etc., as directed;

- Generates correspondence, memoranda, reports and/or other information of a routine nature; i.e., form letters, pre-formatted documents/forms, etc. using a word processor and various software applications;
- Provides general information to the public, in person and over the phone, about office programs and procedures in both Spanish and English languages;
- Receives visitors to an office, ascertains their business and directs them to an appropriate staff member or office;
- Answers telephone, responding in either English or Spanish, and refers callers to appropriate party;
- Opens, screens and routes incoming mail and correspondence to appropriate party, and prepares outgoing mail and materials;
- Operates a variety of office equipment, such as adding machines, duplicating machines, fax machines, postage meters, etc.;
- May schedule appointments for professional or field staff or make arrangements for meetings by preparing necessary materials as directed;
- May receive the public applying for permits, licenses and/or filing applications for programs administered by the assigned department;
- May review applications submitted for accuracy/completeness and process same in accordance with established procedures;
- May collect and record fees for various licenses, permits and/or applications submitted, as applicable to the functions of the assigned department;
- May prepare purchase requisitions to reorder needed supplies and equipment, as directed;
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Assists other clerical workers in the office as directed by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & ATTRIBUTES:

- Good knowledge of office terminology, procedures, equipment and business English; knowledge of proper grammatical usage, punctuation and spelling;
- Familiarity with the capabilities of computer software applications to produce various document formats such as correspondence, reports, tables, charts and file storage;
- Ability to plan, organize and efficiently perform clerical functions;
- Ability to manipulate a standard alphanumeric keyboard at rate of 35 words per minute;
- Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to produce a variety of formats for correspondence, records, reports and maintenance of files;
- Ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position;
- Ability to read, write and converse fluently in the Spanish language at a level sufficient to pass a Spanish language proficiency test;
- Ability to operate a variety of office machines;
- Ability to understand and carry out oral and written instructions;
- Ability to deal effectively with the public;

- Ability to get along well with others;
- Discretion;
- Tact;
- Courtesy;
- Accuracy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

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RESPONSIBLE TO:

Building Principal

STARTING DATE:

December 2023 (Anticipated)

CLOSING DATE:

December 14, 2023

SALARY:

As per the Peekskill Association of Educational Secretaries (PAES) contract ranging from \$53,900-67,500.00 annually – Commensurate with experience. (General Fund.)

Click to learn more about Peekskill

[Recruitment Video](#)

[District Highlights & Media Sites \(Flyer\)](#)

INSTRUCTIONS TO APPLICANTS:

Submit letter of interest and resume on-line to: <https://www.olasjobs.org/PeekskillCitySD>

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 Mr. Lewis, Assistant Superintendent for Administrative Services at hr@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.