



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

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PLEASE POST IN APPROPRIATE AREAS

PERSONNEL BULLETIN #2526-130

ANTICIPATED VACANCIES

October 31, 2025

POSITION:

Secretary to School Principal (NY HELPS)

LOCATION:

Peekskill Middle School

DESCRIPTION:

The Peekskill City School District is seeking qualified candidates for the full-time, 12-month position of **Secretary to School Principal**. This role is eligible to be filled under the **New York State Hiring for Emergency Limited Placement Statewide (NY HELPS)** program.

Under NY HELPS, individuals may be appointed to select civil service positions **without taking an exam at the time of hire**, provided they meet the minimum qualifications. This appointment will be made in the **non-competitive class** and is subject to a **probationary period**.

At a future date (typically within one year of permanent appointment), employees hired through NY HELPS are expected to have their non-competitive status **converted to competitive class** without additional testing. Once converted, they receive the same rights and privileges as other competitive class employees, including eligibility to take promotional exams.

KEY NY HELPS INFORMATION:

- No civil service exam is required at the time of hire under **NY HELPS**.
- Appointment is non-competitive, with expected transition to competitive class status after one year.
- Appointees must meet the minimum qualifications listed below.
- All **NY HELPS** appointments are subject to a probationary period as defined by NY Civil Service Law.

- Competitive class appointments (via eligible list, transfer, or reinstatement) may be made prior to **NY HELPS** appointments if qualified candidates are available.

NON-COMPETITIVE MINIMUM QUALIFICATIONS (for NY HELPS appointments):

- Graduation from high school or possession of a high school equivalency diploma; AND
- Five (5) years of full-time office experience involving:
 - Use of software for scheduling and calendar management;
 - Drafting correspondence, emails, and presentations;
 - Maintaining records and databases for a senior administrator or department head.

Substitution: Up to four (4) years of experience may be substituted by college education at a rate of 30 credits per year.

Note: All education must be from a college accredited by an agency recognized by the U.S. Department of Education.

COMPETITIVE CLASS QUALIFICATIONS (if appointed via list, transfer, or reinstatement):

You may also qualify through one of the following Civil Service appointment methods:

1. Eligible List Appointment

- You must be reachable on the Westchester County Civil Service eligible list for “**Secretary to School Principal.**”
- Respond to canvass letters promptly and accurately.

2. Transfer (Section 70.1)

- Must hold **permanent, competitive class** status in a title deemed comparable by Civil Service.
- Must have completed **at least one year** in your current competitive title.
- Transfer must meet the scope and qualification requirements as determined by Civil Service.

3. Reinstatement (Rule 5.4)

- You may be eligible if you previously held a **permanent competitive** class position and resigned or were laid off.
- Reinstatement is subject to approval by the Commissioner of Human Resources and other criteria, including proof of current qualifications for longer breaks in service.

CONDITIONS OF EMPLOYMENT:

- Must be legally authorized to work in the U.S.
- Appointment subject to documentation and compliance with Westchester County Civil Service requirements.

- Clearance through the New York State Education Department (NYSED) fingerprint-supported criminal history background check, per the SAVE Act and Education Law.

EXAMPLES OF WORK:

- Performs executive secretarial functions for school Principal
- Relieves school principals of details which do not require their personal attention by the use of discretion, tact and thorough knowledge of district/office policies and procedures;
- Uses a variety of automated systems equipment to produce such materials as correspondence, reports, contracts, specifications and/or other data;
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Maintains calendar of appointments for the Principal, ensuring the Principal is apprised of all appointments and changes as well as matters requiring immediate attention;
- Takes notes of minutes of meetings or hearings and prepares them to be in final document format;
- Answers telephone and responds to requested information and/or refers inquiries to the appropriate party;
- Arranges appointments and meetings and prepares materials for them;
- Compiles a variety of data to be used as a basis for reports and prepares reports or statements;
- Maintains files for the Principal, ensuring that material is properly marked and accessible for immediate use by the Principal;
- Performs responsible clerical work in the maintenance of complex and confidential records and files, both manually and by use of computers;
- Opens, sorts, and screens incoming mail and answers routine correspondence and routes remainder to the appropriate party;
- May assign and check the work of other clerical employees;
- Uses other software applications such as spreadsheets, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & ATTRIBUTES:

- Thorough knowledge of the responsibilities of an Executive Secretary;
- Thorough knowledge of general business terminology, procedures and equipment;
- Good knowledge of business English, spelling and arithmetic;
- Good knowledge of the capabilities of computer systems equipment to produce various formats/documents such as correspondence, reports, tables, charts and file storage/retrieval;
- Ability to manipulate a standard alphanumeric keyboard at a rate of not less than 35 words per minute;
- Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;
- Ability to understand and carry out complex oral and written directions;
- Ability to compose and edit routine letters and memoranda;
- Ability to handle administrative details independently;
- Ability to deal effectively with others;

- Ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position;
- Ability to compile data and prepare reports;
- Ability to develop and maintain good working relationships with others;
- Clerical aptitude;
- Accuracy;
- Resourcefulness;
- Initiative;
- Physical condition commensurate with the duties of the position.

WORK SCHEDULE: Follows the twelve (12) month school district fiscal calendar.

RESPONSIBLE TO: Building Principal

STARTING DATE: November 2025 (Anticipated)

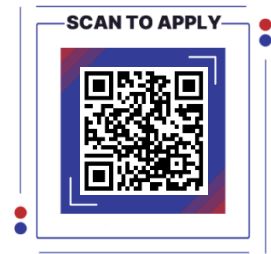
CLOSING DATE: November 14, 2025

SALARY: As per the Peekskill City School District's Association of Educational Secretaries (PAES) contract ranging from \$57,000-\$72,000 annually – Commensurate with experience. (General Fund.)

Click to learn more about Peekskill

[Recruitment Video](#)

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



INSTRUCTIONS TO APPLICANTS:

Scan above or submit letter of interest and resume on-line to: [**https://Bit.ly/PCSDOLAS**](https://Bit.ly/PCSDOLAS)

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**](mailto: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.