



NOTICE OF NON-INSTRUCTIONAL VACANCY

EFFECTIVE DATE	2023-2024 School Year
POSITION	Bilingual Keyboard Specialist
REQUIREMENTS	<ul style="list-style-type: none"> ● Must have a High School diploma <p>This position will be filled according to the Civil Service rules on a Probationary basis from an eligible Civil Service list or by a provisional appointment pending Civil Service examination.</p>
LOCATION	Board of Education Office
DUTIES	<ul style="list-style-type: none"> ● Edits and finalizes correspondence, documents, records and other materials ● Manages telephones, schedules, meetings and appointments ● Fluent in both English and Spanish ● Customary duties associated with the position
SALARY	Salary will be determined according to the MECA Bargaining Unit Agreement
APPLICATION PROCEDURE	<ul style="list-style-type: none"> ● Apply through OLAS - https://www.olasjobs.org/ OR ● eMail resume and cover letter to personnel.department1@ecsdm.org. ● Application can be completed in-person at 223 Wisner Avenue, Middletown, NY 10940
<p>FINGERPRINT CLEARANCE <i>Candidates must submit to fingerprint clearance.</i></p>	

The Enlarged City School District of Middletown is an Equal Opportunity Employer and does not discriminate against age, race, religion, ethnicity, color, gender identity, sex, sexual orientation, national origin, disability or protected veteran status in its hiring, educational programs and activities it operates. We are committed to creating a diverse environment and are proud to be an equal opportunity employer.

Aug 23, 2023