

PERSONNEL NEWS

Personnel Office

Jennifer Kazmark, Assistant Superintendent

Please Post

VACANCY

Typist – Full Time

Multiple Openings

10.5 Month Position

SALARY:

\$14.45

Candidates must meet Civil Service qualifications for the position and may be appointed by one of the following methods:

1. **Eligible for appointment from a valid Civil Service List of eligibles.**
2. Someone already holding the title may request a transfer.
3. If no valid Civil Service list exists, a person not on the list, but who satisfies the qualifications for the title may be appointed on a provisional basis. A provisional appointee must be reachable on the next competitive list in order to remain on the job.

PLEASE NOTE:

- All final hires are subject to a clean fingerprint/background check and fit-for-duty physical.
- Full time positions – health benefits available if desired

Send letter of interest, Broome County application, and reference sheet to:

Ms. Nancy Legenhausen
Personnel Assistant
1100 East Main Street
Endicott, NY 13760

Deadline for Applications:

9/27/22

EOE