



Unadilla Valley CSD JOIN OUR TEAM!

SECRETARY TO THE ASSISTANT SUPERINTENDENT

Anticipated Vacancy: Unadilla Valley CSD is seeking a Secretary to the Assistant Superintendent. This is a full-time twelve-month position.

Minimum Qualifications include:

A) Possession of an Associate's Degree in Secretarial Science or a closely related field **AND** three years of clerical experience which must have included the transcribing of dictation; **OR**

B) Graduation from high school or possession of a high school equivalency diploma **AND** five years of experience as described in (A) above; **OR**

C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

We offer a competitive salary and benefits package as per a working agreement. Interested candidates should submit a cover letter, resume, and Civil Service application to: Stephanie Cooper, Assistant Superintendent, 4238 State Highway 8, PO Box F, New Berlin, NY 13411. Applications are available on the district's website under Employment Opportunities at www.uvstorm.org. The application deadline is April 10.

Please contact Valerie Doliver in the district office at (607) 847-7500, ext. 1131 with any questions.

EOE.