



**JOHNSON CITY CENTRAL SCHOOL DISTRICT  
NON-INSTRUCTIONAL ANTICIPATED VACANCY  
ANNOUNCEMENT**

**CLERICAL I - 12 MONTH**

**DATE:** March 27, 2024

**EFFECTIVE DATE OF  
ASSIGNMENT:** July 1, 2024

**LOCATION:** Districtwide

**STARTING SALARY:** \$ 16.50/Hourly

**HOURS:** One (1) for 7 Hours Per Day

**The Ideal Candidates Will Demonstrate the Ability to:**

- Have a strong working knowledge of office terminology, procedures and equipment; including, but not limited to copiers & telephones.
- Perform routine work involving responsibility for the accurate performance of a wide variety of clerical duties.
- Have very strong organizational skills.

**APPLICATION DEADLINE:** Tuesday, April 2, 2024

**Send applications to:**

Elisa Eaton

Assistant Superintendent for Administration

Johnson City Central School District

666 Reynolds Road

Johnson City, NY 13790

*Creating Educational Opportunities for All Students in Preparation for Success in an Ever-Changing  
Community*