

**WI**

**West Islip Public Schools**

**The Michael and Christine Freyer Administration Building  
100 Sherman Ave \* West Islip, New York 11795  
TEL: (631) 893-3200 \* FAX: (631) 893-3212**

**Wendy J. Duffy**  
Assistant Superintendent for Human Resources

***GENERAL ANNOUNCEMENT OF POSITION AVAILABLE***  
***Please Post***

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**POSITION:** *Anticipated Senior Clerk Typist*

**EFFECTIVE DATE:** *Immediately*

**WORK YEAR:** *12 Months*

**LOCATION:** *High School Counseling Office*

**HOURS:** *7:00 am – 3:00 pm*

**RESPONSIBILITIES:** *Performs clerical duties as related to the position.*

**QUALIFICATIONS:** *Eligible on a promotional or open competitive Senior Clerk Typist list or currently holds the title in the District.*

**SALARY:** *Determined on the appropriate step of the West Islip Secretarial Employees' Association Contract.*

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*Persons interested in the above position should address cover letter and résumé to Wendy J. Duffy, Assistant Superintendent for Business, and send to the attention of Maria Bacchi, Human Resources no later than Thursday, February 8, 2018.*



**01/30/18**