

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 Business

GENERAL ANNOUNCEMENT OF POSITION AVAILABLE
Please Post

POSITION: *Account Clerk (Payroll Department)*

EFFECTIVE DATE: *Immediately*

WORK YEAR: *12 Months*

LOCATION: *District Office*

HOURS: *8:00 a.m. – 4:00 p.m.*

RESPONSIBILITIES: *Performs duties as related to the job.*

QUALIFICATIONS: *Civil Service position. Must be eligible on an open competitive or promotional Account Clerk Civil Service list or currently holds the title in the district.*

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

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 Friday, December 1, 2017.

