

PLEASE POST

Announcement of Staff Vacancy

Lyndonville Central School
Housel Avenue, P. O. Box 540
Lyndonville, NY 14098-0540

Applications are invited for consideration for appointment to the following position:

Payroll Clerk

QUALIFICATIONS: Civil Service – Provisional Appointment. Must meet Orleans County Civil Service Requirements. Successful candidate must take the Payroll Clerk Exam, pass, and be reachable on the List of Eligibles to maintain employment. 12 month position.

Previous experience with payroll and benefits desirable.

STARTING DATE: To Be Determined According to Candidate Availability

STARTING SALARY: In Accordance with Lyndonville Employees' Association –
Currently \$17.40 per hour

APPLICATION PROCEDURE: Submit Letter of Interest, Resume and Orleans County Civil Service Application to Mrs. Sharon Smith, Lyndonville Central School District, PO Box 540, Lyndonville, NY 14098

Please see: <https://www.lyndonvillecsd.org/page/employment> for more information and application.

APPLICATION DEADLINE:

CORRESPOND WITH: Tanya Marek, Administrative Assistant to the Superintendent
585-765-3101, or tmarek@lcsdk12.org

Selected candidates will be contacted for interviews.

TRANSFERS: Persons desiring a transfer into a posted position shall notify the Superintendent in writing as soon as possible.

The Lyndonville School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, national origin, sex, disability, or age. Further, the District does not discriminate on the basis of religion or creed, sexual orientation, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws.