

VACANCY

PURCHASING CLERK (1.0 FTE)

Civil Service Title: Competitive/Provisional

Starting approximately June 3, 2019

**Monday – Friday
7:30 a.m. – 3:30 p.m.
12-month/salaried**

This is a key position in the Business Department of the Union Springs School District that is focused on the processing of purchase requests from all school departments. The Purchasing Clerk will answer questions and resolve any purchasing related problems that may occur. An employee in this class works under the direct supervision of the Assistant Superintendent for Business. The incumbent will perform all related duties as required. (**see civil service job specification for typical work activities and minimum qualifications)

**Minimum Salary: \$35,000
Maximum Salary: Commensurate with experience.**

Qualified candidates should send letter of interest and resume' to:

Superintendent Jarett Powers
Union Springs School District
239 Cayuga Street
Union Springs, NY 13160 or
Email: vcastiglia@unionspringscsd.org
(315) 889-4100

Application Deadline: April 22, 2019