Pittsford Schools

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Michael Leone
Assistant Superintendent for Human Resources Administrative Offices

INTERNAL POSTING

OFFICE CLERK IV THORNELL ROAD ELEMENTARY SCHOOL Main Office

Hours: 18.75 per week
10 Month Position
12:30PM-4:15PM

DUTIES: As described in the Monroe County Civil Service job description for Office Clerk IV, plus any and all other duties as assigned. Ability to work independently. Excellent computer and communication skills required.

SALARY: Per PEOP Agreement

Interested candidates should send a letter or email of interest to Michael Leone, Assistant Superintendent for Human Resources and include a copy to Elizabeth Carpenter, Human Resources Coordinator.

POSTING CLOSES ON JANUARY 22nd AT 3:00PM