

PERSONNEL BULLETIN

**PATCHOGUE-MEDFORD SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
PATCHOGUE, NY 11772
(631) 687-6340**

TO APPLY PLEASE SEND THE FOLLOWING:

- **A cover letter, including the Posting #**
- **Resume**
- **Names and email addresses for three (3) professional references.**

RESUME, COVER LETTER & REFERENCES WILL BE ACCEPTED VIA ONE OF THE FOLLOWING:

- **Emailed to recruitment@pmschools.org**
- **Faxed to 631-687-6349**
- **Mailed or hand delivered to the address above**

POSITION AVAILABLE – CLERICAL AIDE-10 MONTH

APPLICATION DEADLINE: August 6, 2021

POSTING #: **#117 21-22**
Please include the posting # in your cover letter.

POSITION: Clerical Aide – 10 Month

- RESPONSIBILITIES:**
- Heavy phones
 - Filing
 - Calling buses on two-way radios
 - Looking up information in Versatrans and eSchool

LOCATION: Transportation

HOURS: 2:00 p.m. – 5:00 p.m.

SALARY: \$18.24 per hour

EFFECTIVE: August 31, 2021

EMPLOYMENT REQUIREMENTS:

All costs associated with these employment requirements are the responsibility of the employee:

- Fingerprint clearance from the NY State Department of Education (NYSED)
- Drug Screening
- Physical Examination

Patchogue-Medford Schools is an equal opportunity employer. It does not discriminate against applicants or employees on the basis of age, race, creed or religion, color, national origin, sexual orientation, military status, gender, disability which can be reasonably accommodated without undue hardship, genetic predisposition or carrier status, marital status or any other classification protected by law.

[Click Here to Apply](#)

11/12/19