

# 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](mailto:recruitment@pmschools.org)
- Faxed to 631-687-6349
- Mailed or hand delivered to the address above

**POSITION AVAILABLE – CLERICAL AIDE-12 MONTH**

**APPLICATION DEADLINE:** September 30, 2021

**POSTING #:** #180 21-22  
Please include the posting # in your cover letter.

**POSITION:** Clerical Aide – 12 Month

**RESPONSIBILITIES:**

- Printing, ordering and maintaining inventory of High School Student ID cards and supplies
- Collecting and securing money from High School students for lost ID cards
- Lamination of projects for all district schools
- Communicating with district administrators for purposes of ordering scantron supplies
- Data entry of events for attendance purposes using vendor software
- Ordering of supplies and follow up with purchase orders
- Other tasks as assigned by High School administration

**LOCATION:** High School

**HOURS:** 9:15 a.m. – 12:45 p.m.

**SALARY:** \$18.24 per hour

**EFFECTIVE:** As soon as possible

**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