
Waterloo Central School District

Human Resources



VACANCY ANNOUNCEMENT

Posting: August 21, 2024 to September 4, 2024

POSITION: School Secretary 1 at Waterloo High School Main Office

DATES/HOURS: 10 Month position, 7.5 Hours/Day
20-30 Summer Work Days required

DESCRIPTION OF DUTIES: Under the general supervision of the Building Principal the secretary will assist in the general office management for Waterloo Central School District's High School Main Office. The secretary will need to use judgment and experience in making decisions in accordance with established policies and procedures; have clerical accuracy; good communication and people skills.

QUALIFICATIONS: Graduation from High School or possession of a High School Equivalency diploma. Minimum two years of clerical experience which involved typing. **Reachable on the Seneca County Civil Service Senior Typist List.**

SALARY: Minimum \$17.00/Hour, plus FREE HEALTH INSURANCE per current WNIEA Contract of agreement

APPLICATION PROCEDURE: Please apply online via Seneca County Civil Service: <https://seneca-portal.mycivilservice.com> Please make sure to choose Waterloo School as the municipality you are applying for. Any questions regarding this position may be directed to:
Holly Leone, Human Resource Specialist,
315.539.5590 or holly.leone@waterloocsd.org.

Waterloo School District is in compliance with the United States Civil Rights Act of 1964 and the Title IX Educational Amendment of 1972, Part 86, and Section 504 of the Rehabilitation Act of 1973. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, color, creed, national origin, disability, marital status, sexual orientation, gender, military/veteran status, genetic status, prior criminal record, or victim of domestic violence.