

**CLINTON COUNTY FORM
TO POST A VACANCY ON THE WEB PAGE**

Return completed form to the Department of Personnel to post on the Personnel Web Site.
Agencies should allow two to three days for postings to appear on the web site.

Position Title: **Secretary to the Superintendent/District Clerk/Records Manager**

Posting for Transfers ONLY (current eligible list exists): Yes No

Exam Required: Yes No

Status (choose one):

(Please note provisionals and transfers are for competitive class positions only.)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Permanent Full-time | <input type="checkbox"/> Permanent Part-time |
| <input type="checkbox"/> Provisional Full-time | <input type="checkbox"/> Provisional Part-time |
| <input type="checkbox"/> Temporary Full-time | <input type="checkbox"/> Temporary Part-time |
| <input type="checkbox"/> Transfer- Full-time | <input type="checkbox"/> Transfer- Part-time |

Salary: **\$45,000** Hourly Yearly

Name of Point of Contact: **Krista Devins**

Title of Point of Contact: **Account Clerk/Typist**

Agency Where Vacancy Exists: **Peru Central School District**

Address of Point of Contact: **17 School St. Peru, NY 12972**

Phone Number of Point of Contact: **518-643-6000**

Email Address of Point of Contact: **kdevins@perucsd.org**

Email is required as completed applications will be electronically forwarded to the email listed.

Date Applications are Accepted Until by Point of Contact: **March 27, 2025**

Please notify us when you would like this vacancy removed from our website.