



VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR
75 Horton Avenue
Valley Stream, New York 11581

P O S T

CIVIL SERVICE PROVISIONAL ACCOUNT CLERK* 12 Months

*Permanent appointment contingent upon participating and attaining a reachable score in the next civil service exam for this title.

LOCATION: William L. Buck School – Business Office
HOURS: 7:45 AM – 4:00 PM
SALARY: In accordance with Valley Stream Association of Educational Office Personnel
REQUIREMENTS: Duties Applicable to Nassau County Civil Service Account Clerk

Applicant must possess the following:

- Competent keyboarding, computational skills
- Organizational abilities
- Ability to maintain confidentiality
- Excellent human relations skills, phone presence and general office experience preferred
- Ability to perform assigned tasks independently
- Knowledge of Microsoft Office and Google Suite applications
- Ability to perform a variety of related clerical account-keeping duties and other clerical tasks such as filing and operation of simple office machines
- Excellent math skills
- Knowledge of requisitions and purchase orders, food service and/or facilities a plus

Address Cover Letter and Resume:

Dr. Jack Mitchell
Assistant Superintendent for Business
Valley Stream School District 24
75 Horton Avenue
Valley Stream, New York 11581
jmitchell@vs24.org

PLEASE RESPOND NO LATER THAN JULY 12, 2024

Valley Stream UFSD 24 welcomes and is committed to diversity with regard to race, ethnicity, religion, gender, age, sexual orientation, gender identity, neuro diversity, and disability.

Notices and documents required for physical posting are also available electronically on the district website.

Posted: July 1, 2024