



Canandaigua  
City School District

*Committed to Excellence*

*Support Staff Opportunity*

# Secretary I

The Special Programs Office has an immediate opening for a full-time, 12-month Secretary

Interested persons should complete the on-line application on the Ontario County Website:

<https://ontario-portal.mycivilservice.com/jobopps>

by April 15, 2021

**\$14.06/hr. + Benefits**

\*This is a competitive Civil Service position. The successful candidate will be appointed on a temporary to provisional basis pending successful completion of the next Civil Service exam.

*Minimum qualifications: Graduation from regionally accredited or New York State registered college or university with an Associate's Degree in Secretarial Science or related field and one year of clerical experience with involved typing; OR Graduation from high school or possession of a high school equivalency diploma and three years of clerical experience which involved typing.*

**One Community, Transforming Lives**  
Explore – Enrich – Empower

**POSTED: 3/26/2021**

**Notice of Non-Discrimination**

The Canandaigua City School District does not discriminate on the basis of an individual's actual or perceived race, color, creed, national origin, ethnicity, age, disability, religion, religious practice, sex, sexual orientation, gender identity, marital status, partnership status, weight, political affiliation, military status, veteran status, domestic violence victim status, or any other basis prohibited by New York State and/or federal non-discrimination laws in its employment or programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies should be directed to:

Jamie Farr, Superintendent and Civil Rights Compliance Officer; 143 North Pearl St.; Canandaigua, NY 14424; (585) 396-3710