



# NEWFANE CENTRAL SCHOOL DISTRICT

6273 Charlotteville Road, Newfane, NY 14108

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[www.newfane.wnyric.org](http://www.newfane.wnyric.org)

## Job Vacancy Announcement

### #2122-47

<b>Job Classification:</b>	ADMINISTRATIVE ASSISTANT (COMPETITIVE CIVIL SERVICE) – FULL TIME
<b>Unit:</b>	N/A – Confidential, Non-Bargaining Unit Position
<b>Initial Location of Assignment:</b>	Business Office @ Newfane Early Childhood Center
<b>Initial Hours/Days of Assignment:</b>	8:00 am – 4:00 pm / Monday – Friday / 12-month Assignment
<b>Requirements:</b>	<ul style="list-style-type: none"><li>• Must be on current Administrative Assistant Eligible List with Niagara County Civil Service <b>OR</b> be currently employed as a permanent Administrative Assistant</li><li>• Fingerprint clearance through the NYS Education Department</li></ul>
<b>Minimum Qualifications:</b>	Per Niagara County Civil Service Job Specifications for position
<b>Responsibilities:</b>	Responsibilities to include, but not limited to: <ul style="list-style-type: none"><li>• Coordination and management of all district benefits (medical insurance, Medicare, flex plan, worker's compensation, leaves of absence including Family and Medical Leave Act), maintenance of employee medical files</li><li>• Reconciliation of all bank and insurance accounts</li><li>• Liability Insurance</li><li>• Annual staff notices</li><li>• General office duties including other duties as may be assigned</li></ul>
<b>Desired Skills:</b>	Proficient in Google Suite, Microsoft Office
<b>Starting Salary:</b>	\$43,500/yr
<b>* Application to Include:</b>	<ul style="list-style-type: none"><li>• Cover Letter &amp; Resume</li><li>• Niagara County Civil Service Application</li></ul>
<b>Apply To:</b>	Kevin Klumpp, Coordinator of Business Operations Newfane Early Childhood Center 6048 Godfrey Road Burt, NY 14028
<b>Deadline:</b>	Tuesday, 2/8/2022

\* Niagara County Civil Service application available at: <https://www.niagaracounty.com/Employment/Applications-Forms>

The Newfane Central School District does not discriminate against any employee, student, applicant for employment or candidate for enrollment on the basis of gender (including gender identity, or transgendered status), race, color, religion or creed, age, national origin, marital status, disability, sexual orientation or any other classification protected by law (including, with respect to employees and applicants for employment, genetic predisposition or carrier status), unless based upon a bona fide occupational qualification or otherwise provided for by law. Any person wishing to obtain information about the District's procedures for grieving alleged civil rights violations may obtain information by contacting Jennifer Bower, Civil Rights Compliance Officer, One Panther Drive, Newfane, NY 14108, telephone number 716.778.6468.