



**Starpoint Central School District**

**VACANCY—PLEASE POST**

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<b>POSITION:</b>	<b>Account Clerical</b>
<b>LOCATION:</b>	. 5 Special Programs Office and . 5 Starpoint High School
<b>DESCRIPTION:</b>	Assists administration with clerical tasks in the Special Programs office, including managing paperwork and files related to the CSE process  Performs clerical duties as assigned in Starpoint High School, including assistance in the Student Support Services Department  Any other tasks as assigned by building/district administration.
<b>QUALIFICATIONS:</b>	Candidates must currently be on the Civil Service Account Clerical list or are eligible to transfer.
<b>APPLICATION PROCESS:</b>	Please send a completed Niagara County Civil Service application to Gretchen Cercone, Assistant Superintendent of Human Resources, via email at <a href="mailto:gcercone@starpointcsd.org">gcercone@starpointcsd.org</a> .
<b>EFFECTIVE DATE:</b>	September 2025
<b>DEADLINE TO APPLY:</b>	August 7, 2025

*Starpoint Central School District is an equal opportunity employer in compliance with New York State Human Rights Law, Title IX; Title IV of the Civil Rights Act of 1964 and the Equal Employment Opportunity Law. Starpoint Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, sex or disability.*