



Ogdensburg City School District

The Ogdensburg City School District is canvassing the St. Lawrence County Civil Service Eligible List for:

CLERK (10-MONTH)
(\$25,339.00/yr. – to be prorated))

All interested candidates must be on the St. Lawrence County Civil Service Eligible List for Clerk or currently hold a Clerk Title with another entity. The District is currently canvassing this list for interested candidates. If there are no interested candidates from the Eligible Clerk List the District can hire provisionally and the successful candidate will be required to take the next scheduled Clerk exam offered by St. Lawrence County and score within the top three to maintain their position with the District. If you currently hold a Clerk Title with another entity, and you are interested in this position, you may request a Transfer through the Human Resources Department at the St. Lawrence County Civil Service Office.

To apply for a possible provisional appointment please submit the following:

- Cover Letter
- Civil Service Application (can be obtained in the Superintendent's Office or downloaded from our school website)
- Resume`
- Letters of Reference
- Application deadline is March 4, 2024
- Failure to provide all requested materials will result in disqualification of the candidate's application

All requested materials are to be submitted to:

Sabrina Charleston

Ogdensburg City School District

1100 State Street, Ogdensburg, NY 13669

scharleston@ogdensburgk12.org

315-393-0900 (p) • 315-393-2767 (f)

EOE