

An Equal Opportunity / Affirmative Action Employer
EMPLOYMENT OPPORTUNITY

DATE OF POSTING: **October 21, 2021**

POSITION: Stockroom Clerk
Full Time Probationary

ASSIGNMENT: District

RESPONSIBILITIES:

- Assist in the daily operations of the district stockroom
- Keep records for items on hand/purchased for district stockroom
- Receive and process all incoming supply orders
- Maintain inventory of in stock items and prepare requisitions as needed to replenish stockroom items
- Operate and maintain district postage machine
- Deliver district mail and packages to the Post Office, daily
- Other related duties as assigned

QUALIFICATIONS: Must be organized and able to meet frequent deadlines. Ability to work independently
At time of appointment, candidates must possess and maintain a valid NYS Driver's License throughout the duration of their employment

REQUIREMENTS: Must meet Civil Service eligibility requirement

EFFECTIVE DATE: Immediately

SALARY: Grade 13A, Step 1: \$43,606.00 (prorated)

CLOSING DATE: October 31, 2021

Please submit a completed TCSD application and a list of four (4) references to:

humanresources@troycsd.org or mail to:

Troy City School District
Human Resources
475 First Street
Troy, NY 12180

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

The Troy City School District does not discriminate on the basis of age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur.