

**LAKE GEORGE CENTRAL SCHOOL DISTRICT
NOTICE OF VACANCY**

SCHOOL SECRETARY

The Lake George Central School District is seeking to fill the position of School Secretary. This is a 12-month Full-Time position. The employee will serve as the school secretary for the Elementary School, along with other building-level responsibilities as outlined in the job description. A description and qualifications for this position are available [here](#).

SALARY: \$40,375

RESIDENCY: Candidates must have been legal residents of Warren County or a contiguous county (Essex, Hamilton, Saratoga, or Washington) for at least four (4) months immediately preceding the date of the exam.

MINIMUM QUALIFICATIONS:

- A) Associate's degree; or
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid clerical experience, or its part-time equivalent, which must have included typing and use of a personal computer and common applications as a major function of the job; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B). Substitution of experience for education will be made on a year-for-year basis.

The position will be filled based on Civil Service requirements.

Interested candidates should submit an application and resume to:

**William Levett, Principal
Lake George Elementary School
69 Sun Valley Drive
Lake George, NY 12845**

Applications can be found at www.warrencountyny.gov/jobs or by clicking [here](#).

Applications will be accepted until the position is filled.