



# JOIN OUR TEAM



Vacancy at The Utica City School District For:

## **CLERK / 12 MONTH**

OFFICE OF ACCOUNTABILITY, ADMINISTRATIVE BUILDING  
TO ASSIST WITH THE PROCESSING OF TIME CARDS & DATA ENTRY &  
OTHER ASSIGNED TASKS

### REQUIREMENTS:

- Civil Service Title: Clerk, Full-Time, Competitive
  - NYSED Fingerprint Clearance
- Salary: Per Teamster's Secretaries' Unit  
Bargaining Agreement

Please email resume & required certifications  
indicated above to:

[employment@uticaschools.org](mailto:employment@uticaschools.org)

**Sara E. Klimek,**  
**CHIEF HUMAN RESOURCES OFFICER**

[www.uticaschools.org](http://www.uticaschools.org)

929 YORK STREET / UTICA, NY 13502 / P 315] 792.2249 / F 315] 792.4885

We are an Equal Opportunity Employer which fully and actively supports equal access for all regardless of Race, Color, Weight, National Origin, Ethnic Group, Religion, Religious Practice, Disability, Sexual Orientation, Gender, Age, Veteran Status or Genetic Information.