



Sweet Home Central School District of Amherst and Tonawanda

1901 Sweet Home Road • Amherst, New York 14228
(716) 250-1413

NOTICE OF ANTICIPATED VACANCY

DATE POSTED: January 8, 2024

The Sweet Home Central School District seeks a highly qualified candidate to fill the following:

Position: Clerk Typist – Full Time 12 months

Building: High School

Hours: 8hrs/day

Start Date: ASAP

Qualifications: Interested candidates must be currently in this Civil Service title or reachable on the current Erie County Civil Service list.

Description: Responsible for providing clerical assistance to building administrator

Reports to: Building Principal

Salary From: \$17.50/hr
Salary To: \$17.50/hr

Salary and benefits as established by the contract between the District and the Sweet Home Service Employees' Association. Salary listed is the minimum starting salary rate for this position.

How to Apply: Complete a service application available online at [WNY School Application System](#) **OR** on [Recruitfront](#)

Applications can also be printed at www.sweethomeschools.org and submitted to:

Finune O. Shaibi
Director of Human Resources
1901 Sweet Home Road, Amherst NY 14228

Closing Date: January 26, 2024

The Sweet Home Central School is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and District activities on the basis of race, color, national origin, sex, disability, religion or creed, sexual orientation, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws.

Sweet Home Schools... Every Student, One Community, Ready for the Future