

WHITEHALL CENTRAL SCHOOL DISTRICT
PO Box 29, 87 Buckley Road, Whitehall, New York 12887-3633
Whitehall – Birthplace of the U. S. Navy – www.railroaders.net

CSEA
NOTICE OF VACANCY

POSITION: Transportation Secretary (Full-time, Provisional)

AVAILABLE: Immediately

DUTIES: Performs clerical duties within the School District's Bus Garage, including but not limited to, answering phone calls, responding to emails, mileage sheets for DOT, and annual mileage tracking. Additional duties may be assigned.

EXPERIENCE/QUALIFICATIONS: Position to be filled based on Civil Service Requirements. Candidates must meet the following requirements on or before the date of the written test: Graduation from high school or possession of an equivalency diploma and must be Washington County Civil Service Eligible or hold the position of Account Clerk. The appointment is provisional based upon the successful completion of the appropriate Civil Service Exam.

SALARY/BENEFITS: \$20.27/hour and benefits per the CSEA Contract.

APPLICATIONS: Letter of interest and resume should be submitted to:

Mrs. Lori Langevin, Business Manager

PO Box 29

Whitehall, NY 12887

llangevin@railroaders.net

INTERVIEWS: Applicants selected for interviews will be contacted by the District.

INTERNAL RELEASE: August 19, 2025

POSTING AUTHORITY: Patrick M. Dee, Superintendent of Schools