



Sweet Home Central School District of Amherst and Tonawanda

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

Form HR102

Finune O. Shaibi
Director of Human Resources

NOTICE OF ANTICIPATED VACANCY

DATE POSTED: August 11, 2022

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

- Position:** Senior Clerk Typist
- Building:** District: Office of Instruction
- Start Date:** ASAP
- Description:** This position provides office and clerical leadership support to assist in the effective operation of District Office.
- Qualifications:** Interested candidates must be currently in this civil service title or reachable on the current Erie County Civil Service list.
- Salary:** Salary and benefits as established by contract.
- How to Apply:** Print and complete service application available online at www.sweethomeschools.org
- Applications should be addressed to:
- Finune O. Shaibi
Director of Human Resources
1901 Sweet Home Road Amherst, New York 14228
- Closing Date:** August 26, 2022

The Sweet Home Central School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and 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